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PRELIMINARY



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INVENTORIES

Number 126

RECORDS OF THE GOVERNMENT OF THE VIRGIN ISLANDS

OF THE UNITED STATES

RG 55

Compiled by H. Donn Hooker

The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1960





PRELIMINARY INVENTORY OF THE RECORDS OF THE  
GOVERNMENT OF THE VIRGIN ISLANDS OF THE  
UNITED STATES

(Record Group 55)

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## FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in some 300 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 10,000 rolls of this microfilm, many of which are described in the List of National Archives Microfilm Publications (1953), are now available for purchase.





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ILLINOIS HISTORICAL SURVEY

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## INTRODUCTION

On January 17, 1917, Secretary of State Lansing and Minister Constantin Brun of Denmark exchanged the ratifications of the treaty transferring to the United States for 25 million dollars the islands known as the Danish West Indies. The treaty had been signed in New York on August 14, 1916, and its ratification advised by the Senate on September 7, 1916. On January 25, 1917, President Wilson issued a proclamation setting forth the treaty in full, and on the following March 9, King Christian X of Denmark issued a proclamation announcing the sale of the islands. Formal transfer ceremonies took place on March 31, 1917, in the principal towns of the islands.

The ceremonies in 1917 were the result of a half century of effort, for the demand that the United States establish a naval station in the West Indies had been growing steadily since the Civil War. The experience gained during that war, the later concern over the defense of the Panama Canal, and the fear that the German Government might gain possession of the Danish properties in the West Indies, all focused attention on the Danish islands. Treaties negotiated in 1867 and in 1902 between Denmark and the United States ended in failure, in the first instance because of opposition in the U. S. Senate and in the second instance because of opposition in the Danish Upper House. Other efforts at purchase, notably those of 1911-12, also came to nothing.

The Danes settled St. Thomas in 1672 and St. John in 1716. Colonization of St. Croix took place about 1735, after that island had been purchased from the French in 1733. From their founding the islands were administered by the royally chartered Danish West India and Guinea Company, but in 1754 the company, then on the verge of bankruptcy, sold all of its shares to the Danish Crown. From that date the islands were under direct governmental control as royal colonies.

By 1865 the basic organization of government, which the American administration later adopted, had been developed. A general administration, with the Governor as its head, gave overall supervision to the affairs of the islands. There were two subordinate district administrators, one for St. Croix and the other for St. Thomas and St. John. Normally, the Governor directly supervised one district and delegated a subordinate official to supervise the other. Each district comprised a subordinate municipality and the municipalities were in turn divided into seven jurisdictions. One municipality was divided into Christiansted, Frederiksted, Christiansted Country District, and Frederiksted Country District, and the other into Charlotte Amalie, St. Thomas Country District, and the island of St. John.

The organization of the Government of the Virgin Islands has remained fairly uniform throughout the American period of ownership except for one



major administrative change. The island administration was under the stewardship of the Navy Department until 1931, when the President, by Executive Order 5566 of February 27, 1931, transferred supervision of it to the Department of the Interior. The new administration, which some persons have called the first civil government, was inaugurated on March 18, 1931. After the Division of Territories and Island Possessions was established in 1934, it served as a staff advisory body within the Office of the Secretary and assisted the Secretary in supervising the insular government.

The first basic American law pertaining to the islands was an act of Congress of March 3, 1917 (39 Stat. 1132). This act in most general terms vested in a Governor all the military, civil, and judicial powers necessary to govern under the direction of the President until Congress itself provided for the government of the islands. It provided for the continued collection of duties and taxes, which were to be covered into the island treasury rather than the United States Treasury, and, in keeping with the military usefulness of the islands, permitted the appointment of a military officer as Governor. The act specifically continued in effect the Danish Colonial Law of 1906, which was the constitution under the Danish administration, and all other local laws not in conflict with the act itself or the changed sovereignty; and it continued in operation the local courts. Thus the general administrative patterns existing at the time of transfer were continued.

From June 22, 1936, until its revision in 1954, the basic law of the islands was the Organic Act of 1936 (49 Stat. 1807). The principal features were that it defined the powers of the executive, legislative, and judiciary departments; allowed the two municipal councils to be wholly elected by the people; provided for a legislative assembly composed of the membership of the municipal councils to enact legislation common to all of the islands; limited the Governor's absolute veto power to one which could be overruled by two-thirds vote of the councils; and provided for universal suffrage beginning in 1938.

The Government of the Virgin Islands closely resembles that of the Federal Government in that it is composed of three branches: the executive, legislative, and judicial. The Governor has his permanent office in the Government House, Charlotte Amalie, which is the capital of the Virgin Islands and the seat of government. When visiting St. Croix the Governor has his headquarters in the Government House in Christiansted. On St. Croix the Governor is represented by an official whose title was Despatching Secretary until 1931, Lieutenant Governor from 1931 to 1936, and, since 1936, Administrator for St. Croix. On St. John he is represented by an official who resides at Cruz Bay, whose title was Despatching Secretary until 1934, Commissioner from 1934 to 1937, and, since 1937, Administrator for St. John. The Governor's chief assistant for transacting business is the Government Secretary. Besides these officials, the Governor's official family includes executives in charge of finances,



health, education, public works, police, agriculture, commerce, labor, public welfare, and industry.

While the Governor's chief duty is to ensure that the laws are enforced and that subordinate officials carry out duties assigned to them, he also has functions pertaining to the responsibilities of various Federal departments on the islands. He is, for instance, responsible for the enforcement of immigration laws for the Department of Justice and income tax regulations for the Treasury Department. He supervises the census for the Commerce Department and issues passports for the Department of State. He is responsible for prosecuting cases for the Department of Justice. He exercises certain powers of appointment. During the Navy administration the Governor made appointments of local civilians and the Secretary of the Navy made appointments involving members of the naval staff. During the Interior Department administration the Secretary of the Interior has appointed all persons on the Federal payroll and the Governor has appointed all officials on municipal payrolls. During the naval period the Governor was commandant of the naval station and, as such, was responsible for the naval and marine establishment in the islands.

Under the supervision of the Governor, the Government Secretary of the Virgin Islands is the principal executive in the islands. He carries on correspondence with the Federal Government, foreign officials, and all others having business with the island government. He coordinates the work of the various departments of the civil government. He issues passports, publishes laws, and represents the Governor at meetings of the municipal councils. Frequently he serves as a member of the executive commissions that regulate various police, harbor, education, and tax matters. He registers all patents and trademarks in the Virgin Islands, keeps the personnel records of government employees, grants leave to employees in St. Thomas or St. John, and has general supervision of the work of the Administrators for St. Croix and St. John. He is in charge of the Government Printing Office and custodian of the archives of government. He has administrative control of the Department of Finance and by law and by Presidential authority is the Acting Governor in the absence of the Governor.

The Administrator for St. Croix is the direct representative of the Governor on that island. He has charge of the Police and Fire Departments of the island and has administrative control of the Department of Finance. The heads of other departments on St. Croix, who are subordinate to the respective heads of departments on St. Thomas, keep him advised concerning their activities. The Administrator attends meetings of the municipal council as a representative of the Governor and assists the Government Secretary to establish the budget for St. Croix Municipality. He is a member of the executive commissions that regulate prisons, education, and immigration matters and was the Upper Guardian for minors whose estates were settled before the 1917 Treaty of Cession.



The Administrator for St. John is the direct representative of the Governor on St. John. It is his duty to carry out the policies of the Governor and to keep informed of all matters affecting that island. He has charge of the police stationed on the island.

The legislative branch of the Government of the Virgin Islands consists of two municipal councils, one in the Municipality of St. Croix, and the other in the Municipality of St. Thomas and St. John. The councils pass all the laws governing the islands, subject to the veto in whole or in part by the Governor, and also subject ultimately to the approval of the President of the United States. Since 1936 the legislative assembly, a body composed of both municipal councils, has enacted legislation common to all the islands. Before 1936 part of the membership in the councils was appointed by the Governor and part elected by popular vote; since 1936 all members have been chosen by popular election.

The highest court is the U. S. District Court of the Virgin Islands, which holds sessions in the three principal towns. There are four municipal police courts: for St. Thomas, St. John, Christiansted, and Frederiksted. Appeals may be made from the district court to the Third Circuit Court of Appeals at Philadelphia.

The relation of the naval administration in the islands to the Navy Department was never formalized, and, although the General Report of the Governor in 1928 stated that the Department exercised no control over the Governor in his civil capacity and had no jurisdiction over the insular government, the Navy Department did exercise varying amounts of control depending on the matter at hand. Inasmuch as the appropriations for the islands were included in departmental appropriations, the Department exercised considerable supervision in financial matters. The Department of the Navy was also the chief channel of communication between the Governor and the President or Federal departments in Washington.

The primary efforts of both the Navy and Interior administrations were directed toward the betterment of public works, health, and welfare. During the Navy's administration the facilities pertaining to hospital, sanitation, and water supply services were greatly improved; meat inspection was inaugurated; inadequate fire equipment was replaced; schools or government buildings were either constructed or refurbished; public education was improved; roads were built; and efforts were made to meet problems connected with food deficiency and mosquito control. Most of the projects carried on under the Navy administration were special projects of relatively short duration.

In March 1929 a subcommittee of the House Committee on Appropriations visited the Virgin Islands to study their economic conditions and to examine the whole question of Federal appropriations for the islands. The group decided that a survey by experts to cover political, economic, and



social conditions was needed and, with the support of the House Committee on Insular Affairs, the Bureau of Efficiency was requested to make the investigation.

The Bureau's report, submitted in 1930, recommended a broad new program for the islands. Major recommendations included the transfer of supervision of the insular administration to the Interior Department, a homesteading plan for the rehabilitation of St. Croix, the promotion of trade by improvement of tourist accommodations and harbor conditions on St. Thomas, increased production of bay oil for the bay rum industry on St. John, and the improvement of roads on all of the islands. The plans, known collectively as the Rehabilitation Program, began to be put into effect in the closing weeks of the Navy administration but were carried out chiefly after the Interior Department took over the management of the islands.

By 1933 all of the original rehabilitation plans had been put into operation. The homestead project was perhaps the most noteworthy achievement. Land was purchased on St. Croix and St. Thomas and surveyed, plots were laid out, roads built, homesteaders selected, and classes begun in good crop production methods. Also, houses in several of the villages were rebuilt and either rented or sold to the homesteaders on credit.

During 1933 and afterwards the Rehabilitation Program became a part of the numerous programs set up to combat the depression throughout the Nation. Practically all of these programs were administered in the islands directly by the Governor. He administered the subsistence homestead program as the sole member of the Virgin Islands Subsistence Homestead Authority, which the Secretary of the Interior had established in 1933. In the same year the Director of the Civil Works Administration designated the Governor as chairman of the Virgin Islands Emergency Relief Administration, which administered the CWA programs. Subsequently, the Governor was appointed Public Works and Emergency Relief Administrator for the Virgin Islands. Later, by Executive Order of the President dated August 21, 1935, all relief, work relief, and other projects were placed under the jurisdiction of the Governor subject to the supervision of the Secretary of the Interior.

Recovery projects supervised by the insular government included road and street construction, repairs to schools and government buildings, drainage of swamps for insect or sanitation control, civil works education, aid to cooperatives, housing programs, the construction of a hotel, and the organization of the Virgin Islands Company. These programs took the form of work relief, food relief, and direct cash aid and were sustained by contributions from the Federal Emergency Relief Administration, the National Recovery Administration, and the Federal Surplus Relief Corporation. The Virgin Islands Company, which was established through a Public Works Administration allotment and was under the supervision of the Secretary of the Interior, was organized to buy and manage sugar properties,



sugar mills, warehouses, machinshops, and even whole villages in order to create a reconditioned agricultural and industrial plant on St. Croix. In addition it offered marketing facilities to the homesteaders and other sugar growers.

From a period of great activity in 1934-35 the recovery and rehabilitation projects financed by the Federal Government gradually diminished in number until by 1940 only a few projects were being continued in the programs of the Public Works Administration and the Work Projects Administration. Although economic consequences of World War II lessened the need of relief programs, the major concern of the insular government during the war was what it had been previously, namely, public works, health, and welfare. National defense activities solved for a time the employment problems but aggravated problems of sanitation, health, and food supply. The broadening of the economy of the islands remained a major objective of the administration.

The records described in this inventory are the part of Record Group 55, Records of the Government of the Virgin Islands, that cover the period of United States administration and that were in the custody of the National Archives on January 1, 1960. They were created by the Office of the Governor and Government Secretary, 1917-43; the offices successively of the Despatching Secretary, 1917-31, Lieutenant Governor, 1931-36, and Administrator, 1931-40, on St. Croix; and several minor offices, the latter usually represented by incomplete files or fragments. They total 190 cubic feet and date generally from 1917 to 1943, but with a few documents as late as 1950.

These records were shipped from the Virgin Islands to the Federal Records Center, Alexandria, Va., in two large accessions, the first in April 1954, from the island of St. Thomas, and the second in July 1954, from the island of St. Croix. These accessions included records created by the Danish as well as the American administration of the islands. The records of the Danish period will be described in a future inventory and are not considered further in this one.

Of the records of the United States Government of the Virgin Islands received in the records center in 1954, personnel records for Federal employees, amounting to 8 cubic feet, were sent at once to the Federal Records Center, St. Louis, Mo. The rest of the records for the American period, amounting to 204 cubic feet, remained in the custody of the center until they were transferred to the National Archives on June 30, 1959. The disposal of records lacking permanent value has reduced the volume of the records to 190 cubic feet.

Although the records pertain primarily to the management of the civil administration, they do until 1931 reflect some of the activities of the naval and marine establishment proper. Practically all information of



this type may be found in the general correspondence and radiograms of the Office of the Governor and Government Secretary and in the general correspondence of the Office of the Despatching Secretary for St. Croix.

A small quantity of additional records created after the transfer of the Virgin Islands to the United States in 1917 is to be found in the National Archives as continuations of certain series originating in the Danish period. Not all have been identified as yet, and they will have to await more intensive analysis of the Danish records before they can be described with confidence. Presumably all other records of the Government of the Virgin Islands remain in the islands.

There are additional records in other record groups in the National Archives relating to the Government of the Virgin Islands by the United States. Most of these represent records of agencies in Washington having supervisory responsibilities of one degree or another. Correspondence and reports of the offices of the Secretary of the Navy and the Chief of Naval Operations relating to the period when the Navy Department was responsible for the islands are in Record Group 80, General Records of the Navy Department. The central classified files of the Secretary of the Interior (Record Group 48) contain about 1 cubic foot of correspondence and reports concerning policy and other matters in the Virgin Islands through the year 1936. The continuation of this file remains in the Department. Within the Department is the Office of Territories, the successor to the Division of Territories and Island Possessions, which maintains its own body of records separate from the Secretary's Office. In the records of this Office transferred to the National Archives (Record Group 126) is a much larger quantity of important records relating to the supervision of the insular government after 1931, to the various relief programs carried out with emergency funds, and to the Virgin Islands Company. Record Group 350, Records of the Bureau of Insular Affairs, contains a small quantity of informational material on the islands dating from 1917, which the Bureau collected in connection with supervising the Puerto Rican insular government. Record Group 79, Records of the National Park Service, includes correspondence dating from 1931 pertaining to plans for the establishment of the Virgin Islands National Park and the Virgin Islands National Historical Site. The same record group contains materials documenting supervision of Civilian Conservation Corps camps in the Virgin Islands and pertaining to recreational and conservation programs. Policy correspondence concerning the management of Federal work-relief programs in the Virgin Islands is in Record Group 69, Records of the Work Projects Administration. There is extensive documentation for public works projects in the Virgin Islands in Record Group 135, Records of the Public Works Administration. Some records of the Division of Territorial, Insular, and Foreign Statistics in Record Group 29, Records of the Bureau of the Census, relate to supervision of the Virgin Islands census. They include livestock schedules for the islands for 1930 and tabulations of exports to the islands for 1935-37. Records created by the old Bureau of Efficiency relating to its study of the Virgin Islands government in 1930



are now to be found in Record Group 51, Records of the Bureau of the Budget. Records pertaining to the supervision of the agricultural experiment station on St. Croix from 1919 to 1932 are in Record Group 164, Records of the Office of Experiment Stations. The agricultural station had been administered by the insular government before its transfer to the Department of Agriculture on January 1, 1919, and the insular government resumed administration about July 1932. There are legislative records concerning affairs in the Virgin Islands in the records of the Committee on Territories and Insular Affairs in Record Group 46, Records of the United States Senate, and in the records of the Committee on Insular Affairs in Record Group 233, Records of the United States House of Representatives. Record Groups 46 and 233 also contain materials pertaining to the Organic Act of 1917 and the Organic Act of 1936.

RECORDS OF THE GOVERNMENT OF THE VIRGIN ISLANDS  
OF THE UNITED STATES

RECORDS OF THE OFFICE OF THE GOVERNOR AND GOVERNMENT SECRETARY

General Records

GENERAL FILES. 1917-20. 1 ft.

1

A series similar in content to that described in entry 2, consisting of remnants of two original series established in 1917. In 1920 the greater part of the records in each of these two original series was re-arranged into a single series, which remained in current use and was added to until 1927 (see entry 2). Arranged by the number assigned to each primary and secondary subject and thereunder chronologically.

GENERAL FILES. 1917-27. 24 ft.

2

Letters, memoranda, radiograms and cablegrams, directives, reports, and other documents pertaining to the initiation, planning, and administrative management of all phases of island government, including such subjects as agriculture, citizenship, education, employment, health, homesteads, industry, legislation, labor, marriage, public property, public works, public welfare, religion, taxation, transportation, and water supply. The correspondence is primarily with subordinates and municipal offices in the civil administration, but some is with the Secretary of the Navy and other offices in the Navy Department, with other Federal agencies having responsibilities in the islands, with municipal assemblies, and, occasionally, with marine or naval officers in their military capacities. The series described in entries 3, 4, and 5 are a continuation of this one, so far as general content is concerned, but were not maintained physically as a continuation of this series and could not be consolidated with it because of minor changes made in the filing scheme in 1927, 1932, and 1934. Arranged by number assigned to each primary and secondary subject, and thereunder chronologically. A list of subjects, with related file numbers, is given in appendix I of this inventory.

GENERAL FILES. 1927-32. 12 ft.

3

This series is another chronological block similar in content to that described in entry 2 but includes, after 1930, correspondence with the Secretary and other officials in the Interior Department. Arranged by number assigned to each subject, and thereunder chronologically. A list of subjects, with related file numbers, is given in appendix II.

GENERAL FILES. 1932-34. 11 ft.

4

This series is similar in content to that described in entries 2 and 3. Arranged by number assigned to each primary and secondary subject, and thereunder chronologically. A list of subjects, with related file numbers, is given in appendix III.



GENERAL FILES. 1934-43. 81 ft.

This series is similar in content to that described in entries 2, 3, and 4. Arranged alphabetically by primary and secondary subject in numerical order, and thereunder chronologically. A list of subjects, with related file numbers, is given in appendix IV.

RADIOGRAMS SENT AND RECEIVED. 1917-19. 8 in.

These radiograms are chiefly to and from the Chief of Naval Operations, the Commandant of the Marine Corps, bureaus of the Navy Department, naval radio stations both afloat and ashore, and occasionally St. Croix officials. They relate to matters concerning the island naval establishment, such as the status of requisitions, orders to personnel, and the movement of naval or commercial ships to and from continental or island ports. Included also are intercepted messages. Arranged chronologically.

RADIOGRAMS SENT. 1920-33. 3 ft.

Copies of radiograms sent mainly to bureaus in the Navy Department, naval ships or installations, and St. Croix officials. They relate to a variety of civil and naval matters, including appropriations, requisitions, personnel changes, the weather, and management of subordinate offices. Gaps exist for the months of April to September 1921 and November and December 1924. Radiograms sent after 1933 are contained in the records described in entry 5. Arranged chronologically.

RADIOGRAMS RECEIVED. 1920-33. 4 ft.

Similar in content to the outgoing radiograms described in entry 7. Gaps exist for the months of April to September 1921 and April to June 1925. Radiograms received after 1933 are contained in the records described in entry 5. Arranged chronologically.

RADIOGRAMS SENT TO ST. CROIX. 1944, 1947-49. 10 in.

Relate to press announcements, visits of Government officials or other important people, requests for reports or information, the travel of personnel, and financial matters. Arranged chronologically.

RADIOGRAMS RECEIVED FROM ST. CROIX. 1946-49. 4 in.

Similar in content to outgoing radiograms described in entry 9. Arranged chronologically.

RADIOGRAMS SENT TO ST. JOHN. 1947-49. 2 in.

Relate to administrative management, including requests for reports or information. Arranged chronologically.

RADIOGRAMS RECEIVED FROM ST. JOHN. 1943, 1947-49. 2 in.

Similar in content to outgoing radiograms described in entry 11. Arranged chronologically.



CABLEGRAMS SENT. June 1931-July 1933. 1 in. 13

These cablegrams, which were sent mainly to officials on St. Croix, pertain to administrative matters, including orders, requests for information or reports, and employee affairs. Arranged chronologically.

CABLEGRAMS RECEIVED. June 1931-Oct. 1933. 1 in. 14

Similar in content to outgoing cablegrams described in entry 13. Arranged chronologically.

### Records Relating to Relief or Rehabilitation Activities

The series pertaining to relief and rehabilitation activities are very closely related because of the overlapping of programs, the accounting procedures used in the islands, and the basic funding arrangements. Records of one program, therefore, will contain much information about the other programs.

RECORDS RELATING TO CIVIL WORKS ADMINISTRATION PROGRAMS. 1933-34. 8 in. 15

Letters, memoranda, directives, radiograms, cablegrams, contracts, and reports sent to and received from the principal directors of the Civil Works Administration and the Federal Emergency Relief Administration, the Interior Department, and various island officials, including the Commissioner of Public Works, project supervisors, and departmental heads on St. Thomas and St. Croix. The records pertain to the initiation, supervision, and administrative and financial management of such CWA programs as the renewal of public buildings, rug manufacture, lawn or pasture planting, and disease control. They include information on allotments, requests for transfer of funds, specific projects, and general program matters. Arranged by subject beginning with general correspondence, and thereunder chronologically.

RECORDS RELATING TO FEDERAL EMERGENCY RELIEF ADMINISTRATION PROGRAMS. 1933-37. 1 ft. 16

Correspondence, reports, and related records pertaining to the administrative and financial management of such FERA projects as the construction or improvement of schools, roads, cisterns, and airports; the distribution of surplus commodities; and work relief for the unemployed. Arranged by subject beginning with general correspondence, and thereunder chronologically.

RECORDS RELATING TO PUBLIC WORKS ADMINISTRATION PROGRAMS. 1933-38. 1 ft. 17

Correspondence, reports, and related records pertaining to the administrative and financial management of PWA programs, which included the construction or renovation of homesteads, clinics, warehouses, and other buildings. Arranged by subject beginning with general correspondence, and thereunder chronologically.



RECORDS RELATING TO NATIONAL INDUSTRIAL RECOVERY ACT PROGRAMS.

1933-37. 4 in.

18

Correspondence, reports, and related records relating to programs sustained by NIRA allotments and to NRA codes and programs. Arranged by subject beginning with general correspondence, and thereunder chronologically.

RECORDS RELATING TO VIRGIN ISLANDS EMERGENCY RELIEF ADMINISTRATION PROGRAMS.

1935-36. 1 in.

19

Correspondence, reports, and related records pertaining primarily to policy and reporting and financial procedures in connection with the supervision of local emergency relief workers. Arranged chronologically.

RECORDS RELATING TO WORK PROJECTS ADMINISTRATION PROGRAMS.

1938-44. 3 ft.

20

Correspondence, reports, and related records pertaining to the administrative and financial management of various WPA programs, including the improvement of sanitation, tick eradication, the survey of Federal archives, and the establishment of the school lunch and visiting nurse services. Arranged by subject beginning with general correspondence, and thereunder chronologically.

GENERAL CORRESPONDENCE OF THE VIRGIN ISLANDS SUBSISTANCE HOMESTEAD AUTHORITY.

1934-35. 1 in.

21

Letters, memoranda, cablegrams, radiograms, and reports relating to the initiation, policy, planning, and supervision of the homestead program in the islands. These records were accumulated by the Governor in his capacity as Director of the Homestead Authority. Related records are described in entries 22 and 23. Arranged chronologically.

ST. CROIX HOMESTEAD AGREEMENTS. 1933-39. 4 in.

22

Legal documents entered into between the St. Croix Homestead Commission and individual homesteaders, consisting of chattel mortgages for indebtedness for services, contracts of sale of homestead houses, and revocable licenses for the rental of homestead houses, together with related correspondence and cancellation notices. Related records are described in entries 21 and 23. Arranged by type of transaction in the order cited, and thereunder chronologically.

HOMESTEAD CONTRACTS. 1933-41. 1 ft.

23

Relate to agreements entered into between the St. Croix and St. Thomas Homestead Commissions with individual homesteaders on various estates. Included are purchase contracts, supplementary agreements, cancellation notices, and related correspondence. Other records pertaining to the homestead program are described in entries 21 and 22. Arranged by estate, and thereunder chronologically.



RECORDS PERTAINING TO THE ESTABLISHMENT OF THE VIRGIN ISLANDS COMPANY.

1934-36. 4 in.

24

Correspondence and related records such as memoranda, directives, cablegrams, radiograms, reports, abstracts of title, and property options, pertaining to the planning, supervision, and purchase of properties in connection with the establishment of the company. Arranged by subject, and thereunder chronologically.

REPORTS TO THE SOCIAL SECURITY BOARD (WASHINGTON). 1938-39. 1 in. 25

Copies of monthly reports concerning unemployment relief and total obligations incurred for general relief by source of funds. Arranged chronologically.

PHOTOGRAPHS. ca. 1934-38. 1 ft.

26

Photographs relating to various Federal and non-Federal relief projects. Not arranged.

Office Files and Administrative Records

ANNUAL REPORTS OF THE GOVERNOR AND OF SUBORDINATE OFFICES IN THE ISLAND ADMINISTRATION. 1917-49. 4 ft.

27

Typed or processed copies of annual reports of the Governor to the President, 1917-30, and, after 1930, to the Secretary of the Interior; and copies of the annual reports of subordinate offices to the Governor. The reports are missing for the years 1944-45. Until 1943 the records are arranged chronologically and thereunder by reporting office beginning with that of the Governor; after that date the records are arranged by office beginning with that of the Governor, and thereunder chronologically.

ORDERS ISSUED BY THE GOVERNOR. 1918-43. 6 in.

28

Special, general, and executive orders issued by the Governor concerning a wide variety of governmental matters including the regulation of the St. Thomas harbor, relations with government employees, pardons and paroles, hurricane procedures, sale of alcoholic beverages, the abolition of Danish laws and ordinances, and the implementation of government matters as authorized by law or ordinance. Arranged chronologically.

PROCLAMATIONS ISSUED BY THE GOVERNOR. 1917-43. 2 ft.

29

Pertain chiefly to the recognition of holidays but also to such matters as wages and hours, elections, the Virgin Islands Lottery, and National Music Week. Arranged chronologically.

MISCELLANEOUS CORRESPONDENCE OF EXECUTIVE OFFICIALS. 1920-50. 5 ft. 30

Incomplete correspondence of Governors Kittelle (1920-23), Hough (1922-23), Trench (1925-26), Cramer (1935-40), Harwood (1941-45), and Hastie (1946-49); of Despatching Secretary Gaffney (1918-22) and Gov-



ernment Secretary de Castro (1947-50); and of Executive Assistant French (1942). The records pertain to a wide variety of social, financial, judicial, and general administrative matters and some personal matters. Arranged in the order listed above and thereunder chronologically.

RECORDS RELATING TO BUDGETARY AND FISCAL MATTERS OF THE CENTRAL ADMINISTRATION. 1920, 1922-41. 3 ft. 31

Letters, memoranda, radiograms, cablegrams, and reports sent to and received from the U. S. Treasurer, the General Accounting Office, the Administrator for St. Croix, subordinate island officials, the Secretary of the Navy and Navy bureaus to 1930, and, after that date, the Secretary of the Interior and the Division of Territories. The records pertain to final budgets, budget amendments, budget allotments, and deficiency appropriations and show monthly statements of the depository account with the U. S. Treasury; the condition of the island government's disbursing account; the apportionment of annual appropriations; funds for subordinate offices budgeted from the central administration budget; and additions, deletions, changes, releases, and completion of items authorized in the budget. Arranged chronologically to 1932, and after that date by year, thereunder by subject, and thereunder chronologically.

RECORDS RELATING TO BUDGETARY MATTERS FOR THE MUNICIPALITY OF ST. THOMAS AND ST. JOHN. 1921-41. 2 ft. 32

Letters, memoranda, and reports sent to and received from the Municipal Committee, department heads of the insular government, and the Division of Territories. The records pertain to final budgets, budget estimates, budget amendments, and transfers of funds. They contain the Government Secretary's budget messages to the municipal council and show revenues from various taxes, departmental expenditures for salaries and maintenance, substantiation for items in departmental budgets, and additions, deletions, changes, releases, and completion of items authorized in the municipal budget. The records for fiscal year 1940-41 also contain the operating budget for the St. Thomas, Virgin Island, Lottery. Arranged by year, thereunder by subject, and thereunder chronologically.

RECORDS RELATING TO BUDGETARY MATTERS FOR THE MUNICIPALITY OF ST. CROIX. 1921-42. 2 ft. 33

Letters, memoranda, cablegrams, radiograms, and reports sent to and received from the Administrator for St. Croix, department heads on St. Thomas and their subordinate department heads on St. Croix, and others. The records pertain to final budgets, budget estimates, budget amendments, and transfers of funds and are similar in content to those described in entry 32. Arranged by fiscal year, thereunder by subject, and thereunder chronologically.

LUNACY PROCEEDINGS OF THE DISTRICT COURT OF THE VIRGIN ISLANDS. 1940-41. 1 in. 34

Copies of the proceedings in nine lunacy cases, including report of



sanitary board, journal entries, order for bench warrant, bench warrant and return of sheriff, minutes of trial, verdict of jury, minutes of trial continued, judgment and commitment, and certificate of correctness. Arranged by case number.

IDENTIFICATION CARD APPLICATIONS. 1918. 2 in. 35

Applications to leave St. Thomas, containing photographs and such information as place and date of birth, address, occupation, description of physical appearance, destination, by what vessel, and reason for leaving. Arranged chronologically.

REPORTS OF INVESTIGATIONS UNDER IMMIGRATION LAWS. July-Oct. 1938. 1 in. 36

Reports, including correspondence and record of hearing by Board of Special Inquiry, relating to applications for immigration, chiefly by persons from the British Virgin Islands. Arranged chronologically.

PASSPORT CORRESPONDENCE. 1917-43. 3 ft. 37

Letters, memoranda, radiograms, and reports pertaining to passport regulations, copies of passports for travel in the United States with a description and photograph of the applicant, reports of passport issuance, police reports on applicants, and related records. Arranged chronologically.

RECORDS RELATING TO TRADEMARKS AND PATENTS. 1918-33. 3 ft. 38

Certificates of registration of trademarks and patents; photostatic copies of patent declarations and drawings certified as authentic by the Commissioner of Patents, Washington; and correspondence with the Despatching Secretary for St. Croix, local publishers, and those requesting such registration. The correspondence pertains to the publication of fact of registration, the payment of fees, and acknowledgment of requests. Arranged chronologically.

NEWSPAPER CLIPPINGS. 1934-39, 1941. 3 in. 39

Press clippings from island and continental newspapers concerning newsworthy people and a wide variety of events in the Virgin Islands. A few publications such as The Reflector (publication of the St. Thomas High School), Progressive Guide, The Camp Torch (a Civilian Conservation Corps publication), and The St. Croix Newsance are included.

PRESS RELEASE MATERIAL. ca. 1934-47. 8 in. 40

Typed and processed press releases or informational materials concerning appointments, visiting dignitaries, the Red Cross, the Civilian Conservation Corps, Virgin Islands history, wages and hours, and a variety of other subjects. Arranged alphabetically by subject.

PENDING FILE. 1927-29. 1 in. 41

Miscellaneous records, held for further attention, including letters, memoranda, notes, copies of Danish laws, and drafts of colonial council bills. Arranged chronologically.



INVENTORIES. 1940-46, 1948-49. 2 in.

42

Lists of furnishings, property surveys, records of transfer of property, and custody receipts for Government House, Charlotte Amalie (1944-46, 1948-49), and the Executive Mansion, Charlotte Amalie (1940-43). Included are processed papers pertaining to the transfer of equipment and buildings of the U. S. Naval Submarine Base and Marine Corps Air Facility, St. Thomas, to the Department of the Interior, January 1948. Arranged chronologically.

MATERIAL ISSUED BY THE SECOND SESSION OF THE WEST INDIAN CONFERENCE.

Feb. 21-Mar. 13, 1946. 3 in.

43

Processed material consisting of session programs, speeches, and committee reports relating to conference progress, organizational matters, and area problems, and to such promotional enterprises as tourist and craft projects. Arranged numerically.

RECORDS OF THE OFFICE OF THE DESPATCHING SECRETARY FOR ST. CROIX

GENERAL FILES. 1917-31. 13 ft.

44

Letters, memoranda, directives, endorsements, cablegrams, radiograms, and reports sent to and received from the Office of the Governor and Government Secretary, subordinate departmental officials on St. Croix, the St. Croix Municipal Council, local inhabitants, and, occasionally, Federal officials. The records relate to all phases of the administrative and financial management of the St. Croix District Government and are similar in content to those described in entry 2. Arranged by subject in a coded numerical filing scheme. No contemporary key has been found, but a list of numbers and subjects has been made and is available.

RECORDS OF THE OFFICE OF LIEUTENANT GOVERNOR AND ADMINISTRATOR FOR  
ST. CROIX

GENERAL FILES. 1931-40. 7 ft.

45

Correspondence similar in content to that described in entry 44. Arranged alphabetically by subject, and thereunder chronologically. The title of this officer was Lieutenant Governor, 1931-36.

FRAGMENTARY RECORDS OF CERTAIN DEPARTMENTS OF THE VIRGIN ISLANDS  
GOVERNMENT

RECORDS OF THE AIDE FOR PUBLIC WELFARE. 1923-30. 8 in.

46

Correspondence and related records pertaining to payments to the poor from legacies or budgeted funds, aid to deserted families, the aide's duties as chaplain, and other matters. Arranged alphabetically by subject heading and thereunder chronologically.



RECORDS OF THE DIRECTOR OF THE DEPARTMENT OF AGRICULTURE, COMMERCE, AND LABOR. 1925-31. 8 in. 47

Correspondence, memoranda, reports, inventories, and related records pertaining to such matters as island agricultural problems, school gardens, the dissemination of information about the Virgin Islands, tourist and other exhibits, and various facilitative functions. Part of the correspondence relates to the St. Thomas Chamber of Commerce, which was established in 1927 with the assistance of the Department and for which the Director served as Secretary. The Department was established by the Governor in 1924 upon the recommendation of the Municipal Councils. Arranged by subject, and thereunder chronologically.

RECORDS OF THE COMMISSIONER OF FINANCE. 1927-46. 4 ft. 48

A fragmentary series consisting of correspondence, memoranda, contracts, reports, and related records pertaining to the status of governmental accounts, the budgeting of funds, debt and tax collections, the status of relief projects, payment for supplies and services, and numerous other matters. Arranged by subject, and thereunder chronologically.

RECORDS OF THE DIRECTOR OF COMMUNITY ACTIVITIES. 1931. 8 in. 49

Printed publications covering the whole field of community improvement, together with a few letters relative to obtaining visual aids for educational or recreational activities and other matters. Arranged by subject, and thereunder chronologically.

#### FRAGMENTARY RECORDS OF EMERGENCY OR SPECIAL OFFICES

CORRESPONDENCE OF THE FOOD COMMISSION. 1917-20. 3 in. 50

Correspondence and related records, including radiograms, cablegrams, acts, regulations, and reports, pertaining to price regulation of food-stuffs, the apprehension of price violators, the export of cattle to Puerto Rico, the operation of the St. Croix Cattle Committee, and other matters. Arranged by subject and thereunder chronologically.

CORRESPONDENCE OF THE MANAGER OF THE BLUEBEARD CASTLE HOTEL, ST. THOMAS. 1935-37. 2 in. 51

Relates to hotel rules, maintenance, orders for food or supplies, reservations, accounting, and other matters connected with the management of the government-owned-and-operated hotel. Arranged chronologically.

RECORDS OF THE SUPERVISOR OF THE CIVILIAN CONSERVATION CORPS, VIRGIN ISLANDS. 1939-43. 2 ft. 52

Correspondence, memoranda, contracts, radiograms, cablegrams, and reports pertaining to all phases of the operation of the CCC in the islands, including recruitment, procurement of supplies, the settlement of claims, the sale or transfer of equipment, and the participation of the CCC in various government projects. Arranged by subject, and thereunder chronologically.



CORRESPONDENCE OF THE COUNCIL FOR DEFENSE, MUNICIPALITY OF ST. THOMAS  
AND ST. JOHN. 1941-42. 2 in.

53

Letters sent and received, minutes of meetings, and related records pertaining to the investigation and supervision of labor, production, food, medical care, housing, and other matters affecting the national defense effort in the islands. Included are copies of the minutes of meetings of the Council for Defense for St. Croix. Arranged chronologically.

## APPENDIX I

### List of Subject Headings and Related File Numbers Used in the General Files of the Office of the Governor and Government Secretary 1917-27 (Entry 2)

In the series of records to which this list pertains, there were minor variations from year to year in the assignment of secondary subjects to secondary file numbers. This list, therefore, is only an example of the filing pattern as it was generally applied and may not indicate the exact number assigned to secondary subjects for a particular year. It should be noted also that the compiler has devised appropriate primary subject headings and inserted them wherever such headings were not listed contemporaneously with the creation of the records. The dates appearing after some primary headings indicate that they were used for only part of the period 1917-27.

- 50 Memoranda for Heads of Departments
- 51 Personnel
  - 51-1 Civilian
  - 51-2 Navy and Marine Corps on duty with the civil government
  - 51-3 Navy and Marine Corps, miscellaneous
  - 51-4 Navy and Marine Corps, reports concerning
  - 51-5 Revocation of appointments
  - 51-6 Applications for employment
- 52 Legislation
  - 52-1 Publications, civil government
  - 52-2 Regulations and instructions
  - 52-3 Codes of laws, Virgin Islands
  - 52-4 Danish and Danish West Indies laws
  - 52-5 Enactments of the Colonial Council, St. Thomas and  
St. John
  - 52-6 Congressional enactments for the Virgin Islands
  - 52-7 Enactments of the Colonial Council, St. Croix
  - 52-8 Enforcement of laws
  - 52-9 Executive orders of the President
  - 52-10 Congressional enactments, general
- 53 Fiscal Matters
  - 53-1 National Bank, Danish West Indies
  - 53-2 Federal Reserve Board or United States Treasury
  - 53-3 Financial, general correspondence
  - 53-4 Financial, Navy Department
  - 53-5 Applications for loans of Government funds
  - 53-6 Currency
  - 53-7 Savings banks
  - 53-8 Insurance and insurance laws
  - 53-9 Bonds and funds
  - 53-10 Changes in banks or banking laws



- 53-11 Financial, Treasury Department
- 53-12 Accounting matters, inventories, transfer of property  
and surveys
- 53-13 Purchase or sale of real property by the Government
- 53-14 Navy appropriations for the Virgin Islands
- 54 Naturalization, Citizenship and Census, 1917-20
- 55 Agriculture
  - 55-1 Agricultural matters, general
  - 55-2 Agricultural experiment station
- 56 Religion
  - 56-1 General matters
  - 56-2 Authority to perform civil religious ceremonies
- 57 Concessions
  - 57-1 Concessions, subsidies, contracts and leases
  - 57-2 West Indian and Panama Telegraph Co.
- 58 Colonial Councils and Council Enactments, 1917-23
- 59 Labor
  - 59-1 Labor organizations
  - 59-2 American Federation of Labor
  - 59-3 Labor conditions in the Virgin Islands
- 60 Immigration
  - 60-1 Alien certificates
  - 60-2 Letters of identification
  - 60-3 Letters of introduction
  - 60-4 Immigration matters, general
- 62 Reports
  - 62-1 Reports, general
  - 62-2 Reports, special
  - 62-3 Reports to Washington concerning the Virgin Islands
- 63 Harbor Matters
  - 63-1 Harbor Departments
  - 63-2 Shipping activities
  - 63-3 Harbors of the Virgin Islands
  - 63-4 Harbor Board
  - 63-5 St. Thomas Harbor 4-percent loan of 1910
  - 63-6 Harbor Board budgets
  - 63-7 United States Shipping Board
- 64 Miscellaneous
- 65 Colonial Council
  - 65-1 Colonial Council, St. Thomas and St. John
  - 65-2 Colonial Council, St. Croix
  - 65-3 Municipal Committee and Commissions, St. Thomas and  
St. John
  - 65-4 Municipal Committee and Commissions, St. Croix
- 66 Judiciary Matters
  - 66-1 Judiciary Departments
  - 66-2 Judiciary matters, general

- 67 Police
  - 67-1 Police and Prison Departments
  - 67-2 Municipal Police Commissions
- 68 Fire Departments
- 69 Public Health
  - 69-1 Health Departments
  - 69-2 Diseases in the Virgin Islands
- 70 Public Welfare
  - 70-1 Poor
  - 70-2 Public Welfare Department
  - 70-3 Public libraries
- 71 Department of Education
- 72 Public Works
  - 72-1 Public Works Departments
  - 72-2 Municipal telephone systems
  - 72-3 Water supply and water systems
  - 72-4 Roads and streets
- 73 Food and Food Commission, 1917-20
- 73 Attempts to Make the Virgin Islands Better Known, 1924-27
- 74 Taxation
  - 74-1 Income taxes
  - 74-2 Matricul and old law taxes
  - 74-3 Real and personal property taxes
  - 74-4 Trade and lamp taxes
  - 74-5 Other taxes
- 75 Post Offices
- 76 Customs
  - 76-1 Customs Departments
  - 76-2 Imports and exports
- 77 Harbor Board, 1917-22
- 77 Navy Matters, 1923-27
  - 77-1 Navy matters, general
  - 77-2 Navy Radio Service
  - 77-3 Naval transportation service
  - 77-4 Naval interisland transportation
- 78 Quarantine Service and Quarantine
- 79 Lighthouses and Light House Service
- 80 Licenses
- 81 Alien Enemy Custodians and Alien Enemies, 1917-22
- 81 St. Croix, General Matters, 1924-27
- 82 St. Croix, Semiofficial, 1920, 1922-26
- 83 Supplies, 1922-27
  - 83-1 Governor's and Government Secretary's Office
  - 83-2 General
  - 83-3 Custody receipts
- 84 Commerce, 1924-26
- 85 Red Cross, 1922-26
- 86 Consular Matters, 1922-26



- 86-1 Consular matters, general
- 86-2 Recognition of foreign consuls
- 87 Printing, 1919-26
- 88 Requests for Information, 1924-27
  - 88-1 General information concerning the Virgin Islands
  - 88-2 Business information concerning the Virgin Islands
- 89 Governor's Correspondence, 1922-27
  - 89-1 Semiofficial correspondence
  - 89-2 Personal correspondence
- 90 Correspondence With Other Governments, 1922-27
  - 90-1 General
  - 90-2 United States insular possessions
- 91 Government Secretary's Personal Correspondence, 1922-26
- 92 St. John, 1922-26
- 93 Prohibition, Enforcement of, 1922-26
- 94 Coast and Geodetic Survey, 1926
- 95 Anti-Government Propoganda, 1924-26
- 97 Requests for Information or Assistance, Local or Foreign, 1924-27
- 98 United States Geographic Board, 1925
- 99 Newspaper Articles Concerning the Virgin Islands, 1924-27
- 100 Industry, 1924-27
  - 100-1 Industries in the Virgin Islands
  - 100-2 Sugar cane culture and sugar factories
  - 100-3 Bay rum, manufacture of
- 101 Celebration of Holidays in the Virgin Islands, 1924-26
- 102 Official News for Newspapers, 1924-27
- 103 Vouchers, 1924-26
- 104 Weather Bureau and Weather Conditions, 1924-27
- 106 Hurricanes, 1924-27
  - 106-1 Hurricanes, general
  - 106-2 Hurricane loans
  - 106-3 General Relief Committee
- 107 Travel Orders, 1924-27
- 108 Political Organizations, 1924-26
- 109 Statistical Data, 1925-27
- 110 Department of Agriculture, Commerce, and Labor, 1925-27
- 111 Revision of Taxes, 1925-26
- 112 Special Report on Revenue Collection, 1925

## APPENDIX II

### List of Subject Headings and Related File Numbers Used in the General Files of the Office of the Governor and Government Secretary 1927-32 (Entry 3)

- 1 Memoranda to heads of departments
- 2 Applications for employment
- 5 Publications, civil government, and proclamations by the Governor
- 6 Regulations and instructions
- 7 Codes of laws
- 8 Danish and Danish West Indian laws
- 9 Approved enactments of the Colonial Council of St. Thomas and St. John
- 10 Approved enactments of the Colonial Council of St. Croix
- 11 Congressional enactments for the Virgin Islands
- 12 Banks and banking
- 13 Census and population
- 14 Treasury Department
- 15 Financial, general correspondence
- 16 Applications for loans
- 17 Insurance matters and insurance laws
- 21 Accounting matters, inventories, transfers of property, surveys
- 22 Agriculture, commerce, and labor
- 23 Religion and religious matters
- 24 Concessions, subsidies, contracts, and leases
- 25 Cable matters and Navy Radio Service
- 27 Labor organization and labor situation
- 30 Letters of identification
- 31 Alien certificates
- 35 Annual report
- 36 Harbor Department, Harbor Board, shipping, and harbor matters
- 38 Harbor Board budget estimates and budgets
- 39 Miscellaneous
- 40 Colonial Council, St. Thomas and St. John
- 41 Colonial Council, St. Croix
- 42 Judiciary Departments
- 43 Police, Prison, and Fire Departments
- 44 Departments of Health
- 45 Departments of Public Welfare
- 46 Department of Education
- 47 Public Works Departments and telephone service
- 48 Advertising the Virgin Islands
- 49 Income taxes
- 50 Real and personal property taxes
- 51 Trade and lamp taxes



52 Miscellaneous taxes  
53 Post Office Department  
54 Custom houses  
55 Navy matters  
56 Light house and quarantine service  
57 Licenses, correspondence relating to  
58 St. Croix, general  
59 Government Secretary's Office  
60 Red Cross  
61 Consular matters  
62 Printing  
63 Information concerning the Virgin Islands  
64 Governor's personal correspondence  
65 Other governments  
66 Government Secretary's personal correspondence  
67 St. John  
68 Prohibition  
70 Anti- and pro-government propaganda  
71 Industries  
72 Holidays  
73 Official notes  
74 Auditing of vouchers  
76 Hurricanes and Weather Bureau  
77 Travel orders  
78 Miscellaneous statistics  
79 Boy Scouts and Department of the Interior

### APPENDIX III

List of Subject Headings and Related File Numbers Used in the General  
Files of the Office of the Governor and Government Secretary  
1932-34 (Entry 4)

- 1 Memoranda to Heads of Departments
- 2 Applications for Employment
- 4 Regulations and Instructions
  - 4-1 Local government
  - 4-2 The Department of the Interior
- 5 Codes of Law
- 6 Legislation
  - 6-1 Approved enactments, Colonial Council, St. Thomas and St. John
  - 6-2 Approved enactments, Colonial Council, St. Croix
  - 6-3 Approved congressional enactments for the Virgin Islands
  - 6-4 Congressional legislation for the Virgin Islands
- 7 Banks and Banking
- 8 Financial matters
  - 8-1 General
  - 8-2 Finance Department
- 9 Applications for Loans
  - 9-1 Municipality of St. Thomas and St. John
  - 9-2 Municipality of St. Croix
- 10 Insurance and Insurance Laws
- 11 Harbor Board Budgets
- 12 Accounting Matters, Inventories, Property transfers, and Surveys
- 13 Letters of Identification
- 14 Religion and Religious Matters
- 15 Concessions, Subsidies, Contracts and Leases
- 16 Communication Service
- 17 Liquor Control
  - 17-1 St. Thomas
  - 17-2 St. Croix
- 18 Alien Certificates
- 19 Radiograms, Cablegrams, and Sugar Quotations
- 20 Annual Reports
- 21 Licenses, Correspondence Relating to
- 22 Colonial Councils
  - 22-1 St. Thomas and St. John
  - 22-2 St. Croix
- 23 Consular Matters
- 24 Industry
  - 24-1 Department of Industry
  - 24-2 Agricultural station, St. Croix and St. Thomas
  - 24-3 Vocational Institute



- 25 Harbor and Shipping
- 26 Judiciary Department
- 27 Department of Police and Prisons
- 28 Department of Health
  - 28-1 Public Health Division and Sanitation Service
  - 28-2 Medical service
  - 28-3 St. Croix
  - 28-4 Leper Asylum
- 29 Public Welfare
  - 29-1 Department of Public Welfare
  - 29-2 Public libraries
  - 29-3 Social education
- 30 Department of Education
- 31 Public Works
  - 31-1 Department of Public Works, St. Thomas and St. John
  - 31-2 Department of Public Works, St. Croix
  - 31-3 Telephone system
- 32 Government Secretary's Office
- 33 Department of Prohibition
- 34 Department of Handcraft
- 35 Fire Department
- 36 Department of the Interior
  - 36-1 General correspondence
  - 36-2 Financial matters
  - 36-3 Monthly reports
  - 36-4 Purchases over \$500
- 37 Taxation
  - 37-1 Income taxes
  - 37-2 Real and personal property taxes
  - 37-3 Trade and lamp taxes
  - 37-4 Internal revenue taxes
  - 37-5 Miscellaneous taxes
- 38 Information Concerning the Virgin Islands
- 39 Semi Official and Personal Correspondence
  - 39-1 Governor
  - 39-2 Government Secretary
  - 39-3 Assistant Government Secretary
- 40 Other Governments
- 41 Post Office Department
- 42 Custom Houses
- 43 Public Health Service and Light House Service
- 44 Supplies or Services, Miscellaneous
- 45 Newspaper Articles
- 46 Official Notes and Press Releases
- 47 Hurricane and Weather Bureau
- 48 Travel Orders
- 49 Miscellaneous
- 50 Homesteading

- 51 Hotel
- 52 Printing
- 53 Advertising the Virgin Islands
- 54 Entertainment in the Virgin Islands
- 55 St. Croix, General Correspondence
- 56 St. John, General Correspondence
- 58 Housing
- 59 Red Cross, General Correspondence



## APPENDIX IV

### List of Subject Headings and Related File Numbers Used in the General Files of the Office of the Governor and Government Secretary 1934-43 (Entry 5)

- 1 Accounting Matters, Abattoir, and Army
- 2 Advertising
  - 2-1 The Virgin Islands
  - 2-2 The Virgin Islands tourist development
- 3 Agricultural Stations
  - 3-1 St. Croix station
  - 3-2 St. Thomas station
- 4 Alien Certificates
- 5 Annual Reports
- 6 Assistant Government Secretary's Correspondence
- 7 Banks and Banking
- 9 Budgets
  - 9-1 Central administration
  - 9-2 Harbor Department
  - 9-3 Municipality of St. Croix
  - 9-4 Municipality of St. Thomas and St. John
  - 9-5 Bureau of St. Thomas Lottery
  - 9-6 Office for Emergency Management
- 10 Cablegrams
- 11 Cattle and Livestock
- 12 Citizenship Certificates
- 13 Coast Guard
- 14 Comptroller General
- 15 Consular Matters
- 16 Contracts
- 17 Customs
- 18 Emergency Conservation Work Camps and Civilian Conservation Corps Camps
  - 18-1 St. Croix
  - 18-2 St. Thomas
  - 18-3 St. John
- 19 Education
  - 19-1 General correspondence
  - 19-2 Scholarships
  - 19-3 Vocational school
  - 19-4 Industrial school and parental education
- 20 Electoral Boards
- 21 Employment, Applications for
- 22 Entertainments
- 23 Federal Government, Miscellaneous Correspondence with Agencies of
- 24 Finance Department, General
- 25 Fire Department

- 26 Foreign Governments, Correspondence
- 27 Government Attorney
- 28 Government House
- 29 Government Secretary's Office
- 30 Government Secretary's Personal Correspondence
- 31 Governor's Personal Correspondence
- 32 Handcraft and Rural Cooperatives
- 33 Harbor and Shipping
- 34 Health and Hospital Matters
  - 34-1 Medical Service
  - 34-2 Sanitation Service
- 35 Holidays
- 36 Home Guard
- 36 Homesteading
  - 36-1 General correspondence
  - 36-2 Prefabricated houses
  - 36-3 Farm Security Administration
- 37 Hotels
- 38 Housing
  - 38-1 St. Croix, correspondence
  - 38-1a St. Croix, termination of lease
  - 38-1b St. Croix, reports
  - 38-2 St. Thomas, correspondence
  - 38-2a Dwelling leases
  - 38-2b Intent to vacate
  - 38-2c Termination of lease
  - 38-2d St. Thomas reports
  - 38-2e St. Thomas orders
- 39 Immigration Matters
- 40 Industry, Department of
- 41 Insurance and Insurance Laws
- 42 Interior Department
  - 42-1 Financial
  - 42-2 General
  - 42-3 Purchases over \$500
  - 42-4 Reports
  - 42-5 Personnel
- 43 Introduction, Letters of
- 44 Judiciary
- 45 Labor
- 46 Laws, Codes of the Virgin Islands
- 47 Leases
- 48 Legislation
  - 48-1 Congressional, general
  - 48-2 Congressional, Virgin Islands
  - 48-3 Legislative Assembly
  - 48-4 Municipality of St. Croix
  - 48-5 Municipality of St. Thomas and St. John



- 49 Leper Colony
- 50 Libraries
- 51 Licenses, General
- 52 Light House Service
- 53 Liquor Control
  - 53-1 Correspondence
  - 53-2 Permits
  - 53-3 Shipments
  - 53-4 Labels
  - 53-5 Certificates of age
- 54 Loans
  - 54-1 St. Croix
  - 54-2 St. Thomas and St. John
- 55 Marine Corps Air Base
- 56 Memoranda to Heads of Departments
- 57 Miscellaneous Correspondence
- 58 Municipal Councils
  - 58-1 St. Croix
  - 58-2 St. Thomas and St. John
- 59 Navy, General Correspondence
- 59A National Defense Program
- 60 Passports
- 61 Police and Prisons
- 62 Post Office
- 63 Press Releases
- 64 Printing
- 65 Proclamations
  - 65-1 Governor of the Virgin Islands
  - 65-2 President of the United States
- 66 Procurement Office Purchases
- 67 Property Returns
- 68 Public Health Service
- 69 Public Works
  - 69-1 Buildings, St. Thomas
  - 69-1a Buildings, St. Croix
  - 69-2 Roads
  - 69-3 Municipality of St. Croix
  - 69-4 Municipality of St. Thomas and St. John
  - 69-5 Botanical Garden
- 70 Publications
- 71 Radiograms
- 72 Red Cross
- 74 Religion
- 75 Rum
- 76 St. Croix, general
- 77 St. John, general
- 78 Sugar
- 79 Surveys

- 80 Taxation
  - 80-1 Gasoline taxes
  - 80-2 Horse and boat taxes
  - 80-3 Income taxes
  - 80-4 Internal revenue taxes
  - 80-5 Miscellaneous taxes
  - 80-6 Real and personal property taxes
  - 80-7 Trade and lamp taxes
- 81 Telephone Service
- 82 Trademarks and Patents
- 83 Transportation
  - 83-1 Passenger-carrying vehicles
  - 83-2 Travel orders
  - 83-3 War Production Board and rationing
  - 83-4 Office of Price Administration
- 84 Treasury Department
- 85 Virgin Islands Company
  - 85-1 Financial
  - 85-2 General
  - 85-3 Personnel or information concerning
  - 85-4 Nursery
- 86 Virgin Islands, Information Concerning
- 87 Weather Bureau
- 88 Welfare Matters
  - 88-1 General correspondence
  - 88-2 Pensions
  - 88-3 Reports
  - 88-4 Food Stamp Plan
- 89 Youth Administration, National





For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.





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PRELIMINARY



INVENTORIES

Number 127

RECORDS OF THE HEADQUARTERS,  
UNITED NATIONS COMMAND

Compiled by Paul Taborn

and

Andrew Putignano

The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1960





PRELIMINARY INVENTORY OF THE RECORDS OF THE  
HEADQUARTERS, UNITED NATIONS COMMAND

(Record Group 333)

Compiled by Paul Taborn

and

Andrew Putignano



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## FOREWORD

To analyze and describe the permanently valuable records of the Federal Government that constitute the holdings of the National Archives is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in some 300 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 10,000 rolls of this microfilm, many of which are described in the List of National Archives Microfilm Publications (1953), are now available for purchase.





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## INTRODUCTION

The United Nations Command (UNC) with General Headquarters in Tokyo was established on July 24, 1950. In response to a resolution of the United Nations Security Council the President of the United States designated Gen. Douglas MacArthur as Commander in Chief of the military forces assisting the Republic of South Korea to repel armed attack by North Korea. These actions were the culmination of swiftly breaking events.

The Republic of South Korea was invaded on June 25, 1950, by the Communist forces of North Korea. Their crossing of the 38th parallel was immediately brought to the attention of the United Nations Security Council. On the afternoon of the day of the invasion, that body asked North Korea to withdraw to its boundaries. When the request was ignored, the Security Council, on June 27, recommended that the members of the United Nations take action to drive back the aggressors. The same day President Truman ordered United States air and naval forces to enter the conflict against the invaders. This was followed by the authorization to General MacArthur to send United States ground forces to Korea.

Although the United Nations Forces were mainly American in composition, 21 other members of the United Nations furnished naval, ground combat, service, or medical units.

From the beginning of the conflict to the signing of the armistice agreement (July 27, 1953) the following three American generals served as Commander in Chief of the United Nations Command (CINCUNC): Douglas MacArthur, Matthew B. Ridgway, and Mark W. Clark. Subsequent commanders, in the order they served, were John E. Hull, Maxwell D. Taylor, Lyman L. Lemnitzer, George H. Decker, and Carter B. Magruder, who is still serving in 1960.

The United Nations Command was transferred from Tokyo to Seoul on July 1, 1957, where it has remained ever since.

Before January 1953 the United Nations Command was organized along the lines of a typical major United States Army field headquarters, composed of the usual general and special staff sections. The command also included a Headquarters, UNC (Advance), which was established in July 1951 to assist with negotiations for an armistice with the Communist forces of North Korea and China.

On January 1, 1953, the United Nations Command was reorganized on the pattern of a United States joint command. At the same time, Headquarters, Far East Command (FECOM), which had been organized as a United States Army command, was reconstituted a United States joint command, with CINCUNC also acting as Commander in Chief, Far East. This permitted an arrangement whereby FECOM staff personnel, with some exceptions, also served Headquarters, United Nations Command.



During the middle and latter part of 1953, two more organizations were added to the United Nations Command: the UNC Military Armistice Commission (UNCMAC) and the UNC Repatriation Group (UNCREG), both with the usual supporting staff sections, and with their headquarters at Munsan-ni, Korea.

The records described in this inventory, amounting to 121 cubic feet, are records created by the Headquarters, United Nations Command, and subordinate agencies, 1950-57, and are part of RG 333, Records of International Military Agencies. The records are security classified and consist chiefly of correspondence, reports, transcripts of meetings, agreements, publications, and journals.

The Defense Department's set of the Korean armistice agreement documents are in RG 218, Records of the United States Joint Chiefs of Staff. United Nations Command records for the period from July to December 1950 are presumed to be among the records of the Far East Command, 1950-52, in the GSA Federal Records Center at Kansas City. Later records of the Far East Command also contain materials relating to the Headquarters, United Nations Command. Records of the command for 1952-54 are in the National Archives, where they have been assigned to RG 349, Records of Joint Commands; and the records for 1955 are in the GSA Federal Records Center at Alexandria, Va. Other related records are in the records of the Assistant Chief of Staff, G-3, Operations, 1950-54, and the records of the War Crimes Branch, International Division, Office of The Judge Advocate General, both in RG 319, Records of the Army Staff, 1939-; and in the records of the Supreme Commander for the Allied Powers, 1950-52, in RG 331, Records of Allied Operational and Occupation Headquarters, World War II.



# RECORDS OF THE HEADQUARTERS, UNITED NATIONS COMMAND

## RECORDS OF THE ADJUTANT GENERAL SECTION

Responsible directly to the Chief of Staff, the Adjutant General among other functions published orders and instructions of the CINCUNC, authenticated such directives, and prepared command channel correspondence; maintained the central files of the headquarters and operated the records management program; provided messenger and distribution services; and processed electrically transmitted messages.

GENERAL ADMINISTRATIVE FILE. 1951-55. 39 ft. 1

Chiefly correspondence, messages, reports, and other papers pertaining to the formulation of policies and procedures for headquarters, the administration of officer and civilian personnel, administrative functions relating to the armistice negotiations, civil assistance, and war crimes in Korea. Also included are UNC G-3 Operations Reports and minutes of meetings of joint Red Cross teams in Panmunjon, Korea. Arranged by Army decimal system, with a separate classified and unclassified series for each year.

UNITED NATIONS COMMAND SPECIAL FILE. 1951. 1 ft. 2

Daily summaries showing strength of units assigned by countries of the United Nations, battle casualties, and prisoners of war. Arranged chronologically.

ORDERS. 1951-54. 9 in. 3

General, special, and letter orders, together with background papers, pertaining to the implementation of administrative and logistical functions of Headquarters UNC, the announcement of appointments, the attachment of units, and the discontinuance of particular elements. Arranged by type of issuance, chronologically and numerically thereunder.

## RECORDS OF THE J-1 PERSONNEL DIVISION

UNITED NATIONS-JAPAN ADMINISTRATIVE AGREEMENT WORKING FILE. 1952-53. 8 in. 4

Information copies, furnished by the FECOM Joint Committee Secretariat, of correspondence, memoranda, minutes of meetings, messages, draft agreement, and other papers relating to the formulation of the agreement which dealt with the security status of the United Nations forces in Japan. Arranged chronologically.

## RECORDS OF THE UNITED NATIONS COMMAND LIAISON SECTION

This Section maintained liaison between the United Nations Command and representatives of other United Nations having forces in the theater, transmitted directives from the CINCUNC to United Nations representatives



and coordinated all requests from liaison officers to UNC, and supervised administration and logistics of all United Nations personnel other than United States and Commonwealth Forces in the Tokyo-Yokohama area.

GENERAL ADMINISTRATIVE FILE. 1950-55. 9 ft.

5

Correspondence, memoranda, messages, reports, and orders pertaining to the billeting of UN personnel, the integration of troops, award of decorations, exchange of information on prisoners of war, military security, logistical support for the United Nations, and postarmistice morale plans. Arranged in two date blocks, 1950-54 and 1955, and thereunder alphabetically by subject.

COUNTRY FILE. 1950-55. 4 ft.

6

Mainly correspondence and messages pertaining to the assignment and attachment, or relief from assignment and attachment, of United Nations personnel and units to the United Nations Command. Arranged alphabetically by name of country in yearly blocks.

#### RECORDS OF THE CIVIL INFORMATION AND EDUCATION SECTION

GENERAL ADMINISTRATIVE FILE. Jan.-June 1952. 8 in.

7

Correspondence, reports, memoranda, and other papers relating to plans, policies, and procedures for the orientation and education of civilian and military internees of the Korean war. Arranged alphabetically by subject.

MEMORANDA AND ORDERS. Jan.-June 1952. 1 in.

8

Relate to the policies, functions, and organization of the Civil Information and Education Section. Arranged by kind of issuance and thereunder numerically.

#### RECORDS OF THE HEADQUARTERS, UNITED NATIONS COMMAND (ADVANCE)

##### Records of the Secretary, General Staff

GENERAL ADMINISTRATIVE FILE. July 1951-July 1953. 8 ft.

9

Mainly incoming and outgoing messages but including correspondence, memoranda, reports, studies, and other papers concerning the negotiation of an armistice agreement and the repatriation of United Nations and enemy prisoners of war. The messages are arranged chronologically in a classified and an unclassified series, and the other materials are arranged alphabetically by subject.

KOREAN ARMISTICE NEGOTIATION RECORDS. July 1951-July 1953. 8 ft.

10

Mainly transcripts of minutes of meetings of the main delegation, sub-delegation, and staff officers, but including correspondence, memoranda, reports, proceedings, and other papers concerning armistice negotiations. Arranged chronologically in classified and unclassified series.



PUBLICATIONS FILE. July 1951-July 1953. 5 in. 11

Letter orders and staff and unnumbered memoranda pertaining to temporary duty assignments and to the termination of those assignments; and travel orders. Arranged by kind of issuance and thereunder chronologically.

KOREAN ARMISTICE AGREEMENT DOCUMENTS. July 1953. 1 ft. 12

These comprise the United Nations Command's original signed Armistice Agreement dated July 27, 1953, with separate "Temporary Agreement Supplementary to the Armistice Agreement," and map portfolios, each in three languages: English, Korean, and Chinese. The three versions of the agreement are signed by the Commander in Chief, United Nations Command, and the Commanders of the Korean People's Army and the Chinese People's Volunteers. Included with these documents are the original message received by the Department of the Army from CINUNC announcing the signing of an armistice at Panmunjon, Korea; two original maps (one American, one Russian) denoting the agreed division of Korea by a joint US-USSR survey at the 38th degree north parallel, agreed to by a US-USSR team in April 1947; and related correspondence. Arranged chronologically.

#### RECORDS OF THE UNITED NATIONS COMMAND MILITARY ARMISTICE COMMISSION

On July 10, 1951, representatives of the United Nations Command, on the one side, and of the Commanders of the Korean People's Army and the Chinese People's Volunteers, on the other, met for the first of a series of talks to discuss a possible cease-fire and related problems. The talks ended with the signing of an Armistice Agreement on July 27, 1953. Among other matters, the agreement provided for the establishment of a Military Armistice Commission (MAC), composed of representatives of the opposing sides, to supervise implementation of the agreement. UNC had already provided for the UNC component of MAC when it established the UNC Military Armistice Commission on June 20, 1953.

#### Records of the Secretariat

KOREAN ARMISTICE NEGOTIATION RECORDS. June 1951-July 1953. 7 ft. 13

Chiefly transcripts and summaries of proceedings of the Military Armistice Conference; minutes of meetings of staff, liaison, and control officers; protests and replies of alleged armistice violations; and messages exchanged between key participants in the armistice negotiations. Also included are weekly "summaries of events" of the Armistice Conference and a staff manual on armistice implementation. Arranged by type of record and thereunder chronologically.

ARMISTICE IMPLEMENTATION RECORDS. Aug. 1953-Dec. 1957. 5 ft. 14

Minutes of meetings of Red Cross, Joint Observer, and Mobile Inspection Teams, and of MAC Duty Officers; Neutral Nations Inspection Team reports; requests for and reports of investigations; incident reports; and weekly summaries of MAC meetings. Arranged chronologically within each subseries.



PERSONNEL ARRIVAL AND DEPARTURE REPORT FILE. July 1953-Dec. 1957.

4 ft.

15

Daily reports of the arrival in and departure from Korea of UNC military personnel and military personnel of the Korean People's Army and Chinese People's Volunteers (KPA/CPV) who were on rotation, temporary duty, or short leave. These reports are trilingual and numbered consecutively. Arranged by command and thereunder chronologically.

CONTROLLED COMBAT AIRCRAFT REPORT FILE. Jan. 1954-Aug. 1957. 4 ft. 16

Daily reports of incoming and outgoing shipments of controlled combat aircraft, and of combat aircraft destroyed and expended. Reports are trilingual and numbered. Arranged by type of action and chronologically thereunder.

CONTROLLED COMBAT MATERIEL REPORT FILE. July 1953-Dec. 1957. 7 ft. 17

Daily reports of the introduction into and removal from Korea of controlled combat materiel of the Korean People's Army and Chinese People's Volunteers; and reports of incoming and outgoing shipments of UNC combat materiel and of UNC materiel destroyed and expended. Reports are trilingual and numbered. Arranged by type of report and chronologically thereunder.

#### Records of the Personnel and Administration Division

GENERAL ADMINISTRATIVE FILE. 1953-57. 10 ft.

18

Correspondence, memoranda, messages, reports, and other papers pertaining to policy and procedure for the UNC component of MAC, personnel administration, general housekeeping functions, mail room and message center services, and recordkeeping. Arranged in chronological blocks and thereunder by Army decimal system.

#### Records of the Logistics and Liaison Division

This division was a consolidation of the former Logistics Division and the Neutral Nations Liaison Group. The offices were combined February 7, 1955.

GENERAL ADMINISTRATIVE FILE. June 1953-June 1957. 6 ft.

19

Correspondence, reports, messages, memoranda, journals, and other documents pertaining to the service, supply, and liaison functions of the UNCMAC during the postarmistice period. Included are data on the repatriation and rehabilitation of prisoners and the exchange of sick and wounded. Records predating the consolidation are those of the Logistics Division. In both periods the records are arranged by subject and chronologically thereunder.



## RECORDS OF THE UNITED NATIONS COMMAND REPATRIATION GROUP

The UNC Repatriation Group (UNCREG) was added to the United Nations Command on September 1, 1953. The group's mission was to aid in the implementation of the Armistice Agreement; to represent CINCUNC when dealing with the Neutral Nations Repatriation Group; to coordinate with the UNCMAC on matters of mutual interest; and to represent UNC prisoners of war and to report violations of their rights. UNCREG ceased functioning February 25, 1954.

### Records of the Adjutant General Section

ADMINISTRATIVE DECIMAL FILE. Sept. 1, 1953-Feb. 1954. 2 ft. 20

Correspondence, reports, and other papers pertaining to the repatriation of United Nations and enemy prisoners of war in accordance with the terms of the Korean Armistice Agreement. Arranged in yearly blocks by the Army decimal system.

DAILY JOURNALS. Sept. 1953-Feb. 1954. 1 ft. 21

Journals of the general and special staff sections and of the duty officer of Headquarters UNCREG. Some correspondence and other papers pertaining to the trial and validation of prisoners of war are included. Arranged by staff section and chronologically thereunder.

PUBLICATIONS FILE. Sept. 1953-Feb. 1954. 6 in. 22

General, letter, and operation orders, memoranda, and daily bulletins pertaining to the administrative and logistical functions of UNCREG. Arranged by type of issuance and chronologically thereunder.

PUBLICATIONS BACKGROUND PAPERS. 1953. 2 in. 23

Correspondence, memoranda, drafts, and other papers relating to the issuance of general and letter orders, and staff memoranda. Arranged chronologically.





For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.





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PRELIMINARY



INVENTORIES

Number 128

RECORDS OF THE COMMITTEE FOR CONGESTED  
PRODUCTION AREAS

Compiled by Leo Pascal

and

Jeanne McDonald

The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1960





PRELIMINARY INVENTORY OF THE RECORDS OF THE  
COMMITTEE FOR CONGESTED PRODUCTION AREAS

(Record Group 212)

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Jeanne McDonald



The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1960



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## INTRODUCTION

Large migrations of population to areas adjacent to war plants and military installations resulting from the accelerated production program during the first years of World War II created critical community problems. These congested areas suffered from insufficient community facilities of all sorts: municipal services (such as police protection), public utilities (such as water supply and transportation), and even commercial services (such as shops or markets). The shortages became so serious in some places that war production was hampered or curtailed.

Both executive agencies and Congress gave attention to these conditions. Late in 1942 the Army and Navy Munitions Board employed Robert Moses, New York Park Commissioner, to direct surveys of congestion problems in five important war production areas. Mr. Moses' report, submitted to the Board on January 15, 1943, included recommendations for providing adequate facilities and services in these areas and appointing area directors to assist in meeting community requirements. Frank Knox, Secretary of the Navy, urged the President to create an agency to coordinate Federal, State, and local efforts to improve conditions in congested areas. Among the congressional committees that studied these problems was the Congested Areas Subcommittee of the House of Representatives' Naval Affairs Investigating Committee. In the spring and fall of 1943 it held hearings in eight areas, reported on the conditions, and made recommendations for ameliorating them.

As a result of the Subcommittee's studies, the Committee for Congested Production Areas within the Executive Office of the President was established by Executive Order 9327 of April 7, 1943, to coordinate activities of Federal, State, and local governments in providing for minimum community facilities and services in congested war production areas. The Committee was empowered to (1) designate any community as a congested area, and to modify or terminate the designation, (2) assist and supplement the efforts of State and local governments with respect to problems of congestion within these areas, (3) coordinate the activities of all Federal agencies that related to such problems, and (4) prescribe policies and actions necessary to bring about such coordination.

The Committee was composed of representatives of the major Federal agencies responsible for the prosecution of the war. Its chairman was the Director of the Bureau of the Budget, Harold D. Smith, and its six other members were high officials of the War and Navy Departments, the War Production Board, the Federal Works Agency, the War Manpower Commission, and the National Housing Agency. The Committee met from time to time at the call of the Chairman to make decisions on policies, to consider unresolved problems brought to it by the staff, and to designate areas of congestion.



Corrington Gill was appointed Director of the Committee on April 26, 1943, and served in this capacity until the Committee was terminated. His Washington staff during most of the Committee's existence included a Special Assistant who acted for the Director in matters delegated by him; a Chief Analyst who collected, compiled, and analyzed reports and informational materials bearing on problems of congested production areas; four Liaison Officers who maintained continuous contact with the Committee's area representatives and with Federal agencies carrying on work that was related to community services and facilities; and an Administrative Officer who was responsible for personnel, travel, filing, fiscal, and other administrative services. This position pattern was reflected in the Committee's organizational structure, which included an Office of the Director and the Analysis, Liaison Officers, and Administrative Sections.

For each location designated as a congested production area, the Director appointed an area representative who was responsible to him but who operated with considerable freedom in coordinating the activities of Federal, State, and local agencies within the area. There were field staffs of the Committee in 18 areas. When difficulties were unresolved at the area level, the area representative recommended a course of action to the Director, who, in turn, held discussions with the Committee, consulted with the Federal agencies concerned, and advised Federal officials of Committee decisions.

In accordance with the provisions of the National War Agency Appropriation Act of June 28, 1944, the Committee's activities were terminated on December 31, 1944, and its affairs were liquidated during the period January 1-June 30, 1945. The Committee's records were transferred from the Bureau of the Budget to the National Archives on March 9, 1945; and the personnel records of the Committee were later transferred to the Federal Records Center, Region 6, St. Louis, Mo.

The records described in this inventory comprise all the known records (except the personnel records) in Record Group 212, Records of the Committee for Congested Production Areas. They consist of the central files of the Committee, including interfiled records of the area offices; records of the Administrative Section, which contain the Committee's budgetary, fiscal, and other office management files; and records of the Analysis and the Liaison Officers Sections. These records amount to 57 cubic feet. Records of other agencies that were concerned with the same problems as the Committee and worked in cooperation with it are found in the following record groups: Record Group 90, Records of the Public Health Service; Record Group 162, General Records of the Federal Works Agency; Record Group 179, Records of the War Production Board; Record Group 188, Records of the Office of Price Administration; Record Group 207, General Records of the Housing and Home Finance Agency; Record Group 211, Records of the War Manpower Commission; Record Group 215,

Records of the Office of Community War Services; Record Group 219,  
Records of the Office of Defense Transportation; Record Group 228,  
Records of the Committee on Fair Employment Practice; Record Group 235,  
General Records of the Department of Health, Education, and Welfare;  
and Record Group 252, Records of the Office of the Housing Expediter.





# RECORDS OF THE COMMITTEE FOR CONGESTED PRODUCTION AREAS

## Central Files

RESUMES OF COMMITTEE MEETINGS. 1943-44. 1 in.

1

Mimeographed summaries of Committee meetings for the period May 20, 1943-May 29, 1944, relating mainly to the determination of Committee policies, the consideration of unresolved problems of the Committee's staff, and the designation of congested areas. Included also are related agenda, lists of Committee members and visitors present at the meetings, and copies of documents distributed to Committee members for their consideration. The Committee designated the minutes and some of the other materials "confidential." Arranged chronologically.

MINUTES OF MEETINGS OF WASHINGTON STAFF MEMBERS AND AREA REPRESENTATIVES.

Nov. 19-22, 1943; Mar. 6-11 and July 15, 1944. 5 in.

2

Included with the minutes are related agenda. The minutes for November 19-22, 1943, and March 11, 1944, are complete transcripts, and those for March 6-10 and July 15, 1944, are summaries of the proceedings. The Committee designated the minutes "confidential." Arranged chronologically.

SUMMARY MINUTES OF INTERAGENCY MEETINGS AND RELATED RECORDS. 1943-44.

1 in.

3

Minutes of meetings of Committee officials with representatives of war agencies and other Federal offices and related agenda, lists of those attending meetings, correspondence, telegrams, reports, and notes relating to the coordination of activities of Federal agencies in dealing with congested area problems. Arranged chronologically.

CORRESPONDENCE WITH COMMITTEE MEMBERS. 1943-44. 3 in.

4

Mainly communications of Corrington Gill, Director, with members of the Committee, but including some correspondence of the Chairman with other members of the Committee and the House Naval Affairs Investigating Committee. The records relate to both program and administrative matters. Arranged alphabetically by name of Committee member.

CORRESPONDENCE WITH OTHER GOVERNMENT AGENCIES. 1943-44. 2 ft.

5

Correspondence of the Director and other officials, memoranda, narrative and statistical reports, and processed issuances of other Government agencies pertaining to congested area problems, programs and actions of Federal, State, and local government agencies for dealing with such problems, the Committee's coordinating and expediting work with agencies, and miscellaneous administrative matters. Arranged alphabetically by name of Federal agency and thereunder chronologically.

CHRONOLOGICAL FILE. Apr. 1943-Dec. 1944. 2 in.

6

Copies of letters sent by the Director and other Committee officials to Federal agencies, area representatives, and private organizations relating to both program and administrative activities. Disarranged.



INFORMATIONAL CORRESPONDENCE. 1943-45. 5 in. 7

Letters received, copies of letters sent, and related materials pertaining chiefly to the publication of articles on the work of the Committee, the distribution of its issuances, and its other informational activities. Arranged alphabetically by name of association, periodical, or State or municipal agency.

LETTERS OF APPRECIATION. 1943-45. 4 in. 8

Mainly letters from Federal, State, local, and private organizations expressing appreciation of the work of the Committee. Included are some related news clippings and memoranda. Arranged alphabetically by name of Washington official or area office, with a folder of unarranged commendations at the beginning of the series.

RECORDS RELATING TO THE PROCEDURES, ORGANIZATION, AND ADMINISTRATION OF THE COMMITTEE. 1943-44. 10 in. 9

Correspondence with Government agencies, memoranda, narrative and statistical reports, Committee forms, job descriptions, organization charts, and miscellaneous Government issuances relating to the Committee. These materials concern the activities of area representatives, the adequacy of community facilities and services in congested areas, programs and methods of operation of other Federal agencies in solving congested area problems, and relationships with these agencies. Arranged alphabetically by subject, type of material, or name of staff member or area representative.

GENERAL MEMORANDA. Aug. 26, 1943-June 27, 1944. 3 in. 10

Processed memoranda from the Director of the Committee to the area offices on Committee policies, programs, procedures, and administrative matters. Arranged numerically, 1-23.

MATERIALS SENT TO FIELD OFFICIALS. May 31, 1943-Dec. 30, 1944. 5 in. 11

Copies of reports, press releases, orders, and other issuances of Federal agencies, with related memoranda and telegrams sent to area and staff representatives by Committee headquarters. These records relate mainly to program and operating problems raised with or by other agencies and to administrative matters of the Committee. Arranged chronologically.

SUBJECT FILE ON CONGESTED PRODUCTION AREA OPERATIONS. 1943-44. 5 in. 12

Mainly reports on area problems and requirements; statements of Committee functions, policies, and procedures; press releases concerning appointments of area representatives; lists of area representatives; and memoranda, copies of letters, instructions, and news releases regarding the liquidation of area offices. Arranged alphabetically by subject or type of material.



RECORDS RELATING TO THE OPERATION OF THE AREA OFFICES. 1943-44.

36 ft.

13

Files of the various area offices--consolidated later with related headquarters materials--documenting all phases of field operations. They consist of correspondence, telegrams, memoranda, narrative and statistical reports, operational diaries, and news clippings relating to manpower conditions, population censuses and changes in the congested areas, area problems, actions of area offices and cooperating Federal, State, and local agencies in correcting such problems, field operating procedures, public relations, distribution of information materials, miscellaneous office management matters (including vouchers and requisitions), and closing area offices. Arranged alphabetically by name of area office and thereunder alphabetically by subject, name of person, name of agency, or type of material.

RECORDS RELATING TO UNDESIGNATED CONGESTED PRODUCTION AREAS. 1943-44.

2 ft.

14

These records relate to war production areas with congestion problems that were not severe enough to warrant official designation as congested areas. They consist of correspondence with Federal agencies and private organizations, telegrams, memoranda, reports, and processed issuances relating to area labor market conditions, inadequacies in community facilities and services, and actions taken by Federal, State, and local agencies to relieve such problems. The records are in two parts: one, arranged alphabetically by name of State and thereunder by name of city, area, or State or private organization; the other, alphabetically by name of Federal agency.

CONGRESSIONAL PUBLICATIONS. 1943-44. 1 ft.

15

Copies of congressional bills, acts, and committee hearings and reports concerning matters of interest to the Committee and including information on postwar economic policy and planning. Arranged by name of legislative body and thereunder by type of publication.

NEWSPAPER CLIPPINGS. 1943-44. 3 ft.

16

News clippings on area conditions sent by the area offices to Committee headquarters for its information, or otherwise accumulated by the Washington office. Some of the clippings relate to violations of Office of Price Administration controls. The clippings are in two parts: one, arranged alphabetically by name of area office; the other, by subject or name of Federal agency.

Records of the Analysis Section

LETTERS TO THE CHAIRMAN. Nov. 5, 1943-Nov. 15, 1944. 1 in.

17

Mimeographed narrative reports in the form of letters from the Director of the Committee to the Chairman, summarizing congested area problems and activities of the Committee's staff and including information on the closing of area offices. Arranged chronologically.



STATUS REPORTS. 1943-44. 5 in. 18

Mimeographed reports, compiled by the Analysis Section for each congested area, on the progress made by Federal, State, and local agencies in solving those area problems which had been specifically identified and for which solutions had been recommended by the area representative or by the Congested Areas Subcommittee of the House Naval Affairs Investigating Committee. Arranged alphabetically by name of congested area and thereunder chronologically.

ARROW CHARTS ("RATING OF ADEQUACY OF COMMUNITY FACILITIES AND SERVICES IN DESIGNATED CONGESTED AREAS"). June 1-Dec. 1, 1944. 1/4 in. 19

Charts prepared by the Analysis Section showing, by arrow symbols, whether the major facilities and services in each designated congested area were adequate, fair, or inadequate, and whether these facilities and services were improving, remaining static, or deteriorating. Arranged chronologically.

CENSUS POPULATION STUDIES. 1944. 7 in. 20

Processed and printed Bureau of the Census "Population" studies made of congested production areas for the Committee. Included are preliminary and final estimated population surveys; a series of reports entitled "Characteristics of Population, Labor Force, Families, and Housing," with accompanying analyses; special resident population censuses; a resident population summary of the studies; and related correspondence and memoranda mainly with the Bureau of the Census and area representatives. Arranged by type of report and thereunder alphabetically by name of congested area. The resident population summary is at the end of the series.

#### Records of the Liaison Officers Section

AO-1 PROJECT FILES MAINTAINED BY THE LIAISON OFFICERS SECTION.

1943-44. 12 ft. 21

Mainly Committee Forms AO-1 for individual projects each showing the name of the congested area involved; the nature, time schedule, and number of the project; other agencies concerned; the area representative's recommendation; and a running account of actions of the liaison officers and the area representative until completion of the project. Included are related correspondence, memoranda, telegrams, reports, and transcripts of telephone conversations accumulated by the area offices. These records were either forwarded by the area representatives to the liaison officers for their information, review, and action or sent to Committee headquarters for consolidation with the liaison officers' AO-1 project files when the field offices were closed. Included also are some related communications from the liaison officers and the Director of the Committee to the area representatives. Arranged alphabetically by name of area, thereunder numerically by code number (1-50) for each type of project, and thereunder numerically by the decimal number assigned to the individual project.



## Records of the Administrative Section

MISCELLANEOUS OFFICE MANAGEMENT RECORDS. 1943-45. 5 in. 22

In two parts: (1) correspondence and memoranda mainly with the Division of Central Administrative Services of the Office for Emergency Management, reports, area office leases, specimen forms, and issuances of the Bureau of the Budget and other agencies regarding travel regulations, office space, communications, equipment, supplies, and certain office transactions; and (2) memoranda, instructions, transfer orders, surplus property reports, and inventories pertaining to the liquidation of field offices. This series is arranged alphabetically by subject.

PERSONNEL MATERIALS. 1943-45. 5 in. 23

Correspondence and memoranda concerning personnel actions, agency copies of Civil Service Commission classification sheets and job descriptions, lists of Committee employees, copies of statistical reports on the number of Committee employees, and miscellaneous Civil Service Commission issuances. Arranged alphabetically by type of material or subject.

BUDGET RECORDS. 1943-44. 3 in. 24

Copies of Committee budget estimates submitted to the Bureau of the Budget for the periods July 1-December 31, 1943, January 1-June 30, 1944, and July 1, 1944-June 30, 1945; and correspondence, memoranda, salary and expense data, and processed issuances of the Bureau of the Budget and the General Accounting Office that were used in the preparation of the estimates. Unarranged.

GENERAL AND ALLOTMENT LEDGERS (GAO FORMS NOS. 1014 and 1015). 1943-47. 2 in. 25

A general ledger including accounts for allotments, cash transactions, obligations, expenditures, and unexpended balances; and allotment ledgers containing accounts for personal services, travel, rents, transportation of things, communications, printing and binding, miscellaneous supplies, equipment, and contractual services, and related summaries of these accounts. The general ledger is arranged by type of account; the allotment ledgers are arranged by fiscal year and thereunder by type of account.





## APPENDIX

### Select List of Significant Documents, Reports, and Studies

These materials are found among the records of the Committee for Congested Production Areas, unless otherwise indicated below.

#### Background and History of the Committee

1. Summary of Recommendations of Mr. Robert Moses' Covering Report of Surveys of Congested War Production Areas for the Army and Navy Munitions Board. Mar. 2, 1943. [2], 10 p. Processed. Confidential.  
Contains Mr. Moses' recommendations regarding the provision of adequate facilities and services in five congested areas.
2. Budget Estimates for 1945. Issued by the Committee for Congested Production Areas, Executive Office of the President. Mar. 18, 1944. 15 p. Processed. In the Labor and Transportation Branch's office library.  
Covers the problems of congestion leading to the establishment of the Committee and the Committee's staff organization, operations, accomplishments, and fiscal needs.
3. [Letter From the Director of the Committee for Congested Production Areas to Its Chairman.] Issued by the Committee for Congested Production Areas, Executive Office of the President. May 10, 1944. 5, [4] p. Processed.  
Covers the staff organization and work of the Committee during its first year of existence.
4. Committee for Congested Production Areas. By Corrington Gill, Director. n.d. 21 p. Typed.  
A discussion of the congested area problems which the Committee was established to handle and of the Committee's staff organization and its coordinating operations. The letter of transmittal is dated August 30, 1944.
5. Congested Production Areas; a Wartime Problem. n.d. 23, [9] p. Typed and handwritten. Confidential.  
Draft report on population congestion aspects of congested production areas. Information in an attached draft and a letter dated November 12, 1944, discloses that the report was prepared by John N. Webb.
6. [Report on the Committee's Work During the First 10 Months of Its Existence.] By [George Fort] Milton. n.d. 52 p. Typed.  
An account of the problems that resulted in the creation of the Committee and of its staff organization, operating developments, and accomplishments during the 10-month period.



7. Statement of Corrington Gill to the House Appropriations Subcommittee, March 21, 1944. Issued by the Committee for Congested Production Areas, Executive Office of the President. 12 p. Processed. Confidential.

Covers the congested area problems and resultant congressional and Federal agency investigations that led to the establishment of the Committee, and the work of the Committee during the first year of its existence.

8. President's Committee for Congested Production Areas; Final Report. [By Corrington Gill; issued by the Committee.] Washington, Dec. 1944. v, 37 p. Printed.

In a letter dated December 20, 1944, from Chairman Harold D. Smith to the President, a copy of which is found on page iv of this account, the Chairman stated, in part: "The report describes the problems of congestion which faced the Nation when the Committee was created by Executive Order in April 1943, the methods employed by the Committee in coping with these problems, and the results accomplished."

#### Organization, Methods, and Procedures of the Committee

9. Suggested Classifications of Areas in Which the War Impact Has Caused Dislocation in Their Economy. Issued by the Federal Works Agency. May 5, 1943. 7, [4] p. Processed.  
With a 4-page table entitled "Civilian War Workers, Labor Demand, Local Supply, Estimated Shortage, Estimated Increase of Population in Selected War Areas." The classifications of the areas were based on factors of population growth and decline.
10. Staffing Pattern of the Office of the Director of the Committee for Congested Production Areas. Issued by the Committee for Congested Production Areas, Executive Office of the President. Washington, May 17, 1943. 3 p. Typed.
11. Selected Items of Importance in Considering Congested Production Areas. Issued by the Committee for Congested Production Areas, Executive Office of the President. Washington, July 7, 1943. 6 p. Typed.  
In outline form.
12. Method of Operation for Area and Staff Representatives. General Memorandum No. 3 from Corrington Gill to Area Representatives. Aug. 26, 1943. 4 p. Processed.

See also Nos. 2, 3, 4, 6, 7, and 8 above.



Materials on Particular Places and Problems

13. [Reports on Congested Areas by the Congested Areas Subcommittee of the Committee on Naval Affairs, House of Representatives, Seventy-Eighth Congress, First Session, Pursuant to H. Res. 30, a Resolution for an Investigation to Determine Whether the War Effort is Being Carried Forward Efficiently, Expeditionarily, and Economically.] Washington, 1943-44. 9 pts. Printed.
- No. 66, Report on Hampton Roads Area.
  - No. 91, Report on the San Diego Area.
  - No. 96, Report on the San Francisco Bay Area.
  - No. 113, Report on the Newport Area.
  - No. 118, Report on the Portland, Maine Area.
  - No. 144, [Summary Report on the Above Five Areas.]
  - No. 163, A Report on the Los Angeles-Long Beach Area.
  - No. 164, A Report on the Puget Sound Area.
  - No. 172, A Report on the Columbia River Area.
- Cover the problems of these war congested areas, the Subcommittee's recommendations concerning their solution, and actions on the recommendations by Federal agencies (including the Committee) and by local and State authorities.
14. Investigation of Congested Areas; Hearings Before a Subcommittee of the Committee on Naval Affairs, House of Representatives, Seventy-Eighth Congress, First Session, Pursuant to H. Res. 30, a Resolution Authorizing and Directing an Investigation of the Progress of the War Effort. Washington, 1943-44. 6 pts. Printed.
- Part 1, Hampton Roads, Virginia, Area, March 24, 25, 26, and 27, 1943.
  - Part 2, San Diego, Calif., Area, April 6, 7, 9, and 10, 1943.
  - Part 3, San Francisco, Calif., Area, April 12, 13, 14, 15, 16, and 17, 1943.
  - Part 4, Newport, R. I., Area, May 11 and 12, 1943.
  - Part 5, Portland, Maine, May 18 and 19, 1943.
  - Part 6, Puget Sound, Washington, Area, October 25, 26, and 27, 1943.
- Contain testimony of military officers and Federal and local officials regarding problems of overtaxed facilities and services caused by large increases in population in the above areas.
15. [Lists of Federal Agencies, Area and Regional Representatives of Federal Agencies, and State and Local Government Offices, and Their Activities Relating to Congested Production Areas.] May 15, 1943. [1], 13 p. Typed.
16. Detroit Race Riot--June 20 and 21. Memorandum for the Attorney General [from C. E. Rhett, Special Assistant to the Attorney General]. July 12, 1943. 12, [1] p. Typed. Confidential.



17. Population Changes in Congested Areas, 1940-43. Memorandum from Milton M. Mandell to Robert F. Lenhart. Aug. 3, 1943. 2, 3 p. Typed.  
With a table showing the civilian population figure changes, including percentage increases and decreases, between April 1940 and February 1943, in areas considered congested by the Committee or other Federal agencies.
18. Report on Akron, Ohio Area. Issued by the Committee for Congested Production Areas, Executive Office of the President. Sept. 30, 1943. 20 p. Typed. Confidential.  
An account of the manpower situation and community facility and service problems in the Akron area during World War II. Information in the memorandum of transmittal discloses that this report was prepared by Garland C. Routt.
19. Status of Action on Food Problems in Congested Areas. Memorandum from Charles B. Lawrence, Jr., and Frank Upman, Jr., to Corrington Gill. Nov. 6, 1943. 7 p. Processed.
20. Final Newport Report. Jan. 6, 1944. 10 p. Typed and handwritten. Draft copy.
21. Special Report on the Los Angeles-Long Beach Area. Memorandum to Sherwood Gates, Director of Recreation, Community War Services, from Walter F. Hansen, Recreation Representative. Jan. 31, 1944. 13 p. Typed.  
A report on the area's recreational facilities and programs.
22. Impressions of Conditions in Evansville, Indiana. Memorandum from George Fort Milton to Corrington Gill. Mar. 15, 1944. 11 p. Typed.  
Includes information on the community problems of this war production city of 140,000 population.
23. Los Angeles Area, California. Issued by the Committee for Congested Production Areas, Executive Office of the President. Mar. 15, 1944. 11 p. Processed. In the Labor and Transportation Branch's office library.  
A report on the congested area problems of the Los Angeles area and the work of the area representative in cooperation with Federal, State, and local officials in solving these problems.
24. Impressions of Muskegon, Michigan Situation. Memorandum from George Fort Milton to Corrington Gill. Mar. 16, 1944. 12 p. Typed.  
Includes information on community facilities and services and labor conditions in Muskegon during World War II.



25. Field Manual for Commercial Recreation Services. Issued by the Office of Civilian Requirements, War Production Board. Apr. 1944. 4, 53, [4], 15 p. Processed.  
Prepared for the use of representatives of the Office of Civilian Requirements in the War Production Board's regional offices and distributed to the Committee area representatives and Washington officials. The manual provides information and guidance on the importance and nature of commercial recreation, the analysis of recreational needs, the provision of new commercial recreational facilities, and the problems of existing establishments.
26. Closing Report, Charleston Area, S. C. Aug. 15, 1944. [13] p. Typed and handwritten.  
Information in attached drafts of this final report indicates that it was prepared by Area Representative J. Clark Johnstone.
27. Closing Report on Beaumont. Sept. 8, 1944. [12], 4, [7] p. Typed. Draft copy. Information in the memorandum of transmittal indicates that this final report was prepared by J. Clark Johnstone.
28. Area Transition Problems; a statement of transition problems on the area level and the role of coordination in their solution. Issued by the Committee for Congested Production Areas, Executive Office of the President. Sept. 18, 1944. [i], 21, 4 p. Typed.  
With a 4-page list of reference sources mainly on reconstruction, postwar planning, and veterans' assistance. This statement covers area problems requiring attention during the transition period following the surrender of Germany and the proposed correction of these maladjustments through coordinated action of Federal agencies and other interested parties. Information in attached memoranda discloses that this study was prepared by Bayard O. Wheeler.
29. Summary of the Operations of the Detroit-Willow Run Area President's Committee for Congested Production Areas, January-September 1944. Oct. 14, 1944. 20 p. Typed. Confidential.  
Information in the memorandum of transmittal discloses that Harry Grayson did most of the work of preparing this final report of the Detroit-Willow Run Area Office.
30. Final Report, Committee for Congested Production Areas, San Francisco Bay Area. Oct. 27, 1944. 27 p. Typed.
31. Observations on the Sample Censuses in Ten Congested Production Areas. Issued by the Committee for Congested Production Areas, Executive Office of the President. Dec. 1944. ii, 20 p. Printed. In the National Archives Library.



Prepared by John Webb. Observations on these censuses, taken for the Committee by the Bureau of the Census in 1944, regarding congested community problems and characteristics of wartime migrants composing the population increases in the areas.

32. Final Report, Knoxville Area. n.d. 16 p. Typed. Confidential.

33. Hampton Roads; a War Port Works It Out. n.d. 18 p. Typed.

An account of Area Representative Russell S. Hummel's work, in cooperation with Federal and local agencies, in solving the congested area problems of Hampton Roads during World War II. Information in an attached letter dated November 23, 1943, discloses that this report was prepared by Millen Brand for publication in The Virginia Quarterly Review but was not published in it.

For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.





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PRELIMINARY



INVENTORIES

Number 129

GENERAL RECORDS OF THE ECONOMIC  
STABILIZATION AGENCY

Compiled by Charles Zaid

The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1960





PRELIMINARY INVENTORY OF THE GENERAL RECORDS OF THE  
ECONOMIC STABILIZATION AGENCY

(Record Group 296)

Compiled by Charles Zaid



The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1960



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## FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in some 300 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 10,000 rolls of this microfilm, many of which are described in the List of National Archives Microfilm Publications (1953), are now available for purchase.





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## INTRODUCTION

The Economic Stabilization Agency was established to control inflation and stabilize the national economy during the Korean conflict. Prices of essential goods and commodities had risen steadily since the beginning of the conflict on June 25, 1950. In an effort to prevent inflation as well as to provide the President with emergency powers to mobilize the Nation's industrial forces, Congress passed the Defense Production Act of 1950 (64 Stat. 798), approved September 8, 1950. On the next day President Truman issued Executive Order 10161, in which he delegated his functions under the Defense Production Act to several Government agencies. Part IV of the Executive order created a new and independent agency to be known as the Economic Stabilization Agency (ESA) and to be headed by an Economic Stabilization Administrator, appointed by the President by and with the advice and consent of the Senate. To carry out the stabilization provisions of the Defense Production Act, the Administrator was authorized to:

1. Plan and develop both short- and long-range price and wage stabilization policies and measures and create the necessary organization for their administration.
2. Inform the public, agriculture, industry, and labor concerning the need for stabilization and encourage and promote voluntary action to this end.
3. Consult and advise with the Government officials responsible for procurement, production, manpower, and rent control, and for fiscal, credit and monetary policies, concerning measures within their jurisdiction which will assist stabilization.
4. Establish price ceilings and stabilize wages and salaries where necessary.

The Executive order also provided for the appointment by the President, with confirmation by the Senate, of a Director of Price Stabilization, to "perform such functions with respect to price stabilization as may be determined by the Administrator." The order further established within the agency a tripartite Wage Stabilization Board (WSB) composed of nine members appointed by the President, three of whom were to represent the public; three, labor; and the remaining three, business and industry. One of the three members representing the public was to be designated by the President as Chairman of the Board. The Board was authorized to "make recommendations to the Administrator regarding the planning and development of wage stabilization policies" and to "perform such further functions with respect to wage stabilization as may be determined by the Administrator after consultation with the Board."

During the first 4 months of its existence the ESA attempted to prevent further rises in prices through voluntary action. The agency appealed to businessmen to hold prices as close as possible to the levels



that prevailed before the conflict, in all stages from production of raw materials to retail sale of finished products. By the beginning of 1951 the ESA concluded that the degree of compliance was insufficient to halt inflation. In the 7 months since the conflict began, the cost of living had risen nearly 1 percent a month; wholesale prices, more than 2 percent a month; and prices of 28 primary market commodities, more than 6 percent a month.<sup>1</sup> Accordingly on January 26, 1951, the General Ceiling Price Regulation was issued, freezing the prices of all goods and services at the highest levels they had reached during a base period fixed from December 19, 1950, to January 25, 1951. Because of the uneven effectiveness of voluntary action, the situation created by the freeze involved many inequities. Within 90 days after the promulgation of the freeze order, a considerable number of regulations tailored to the needs of individual industries had been issued. In April 1951 the ESA adopted a long-range policy for further price adjustments: The level of price ceilings for an industry was normally to be considered "generally fair and equitable" under the Defense Production Act if the dollar profits of the industry amounted to 85 percent of the average for the industry's best 3 years during the period 1946-49, inclusive.

The wage stabilization program got under way with an order issued by the ESA Administrator on January 26, 1951, freezing all wages, salaries, and compensation at the levels existing on January 25, 1951. Like the freeze order with respect to prices of goods and services, this order had to be modified to smooth out the inequities of the freeze with respect to rates which had been pegged at abnormally low levels. Members of the Wage Stabilization Board representing the public and industry proposed that increases up to 10 percent over the levels prevailing on January 15, 1950, should be permitted without further approval of the WSB but that any future fringe benefits should be included in the allowable 10 percent. Labor members demurred and, when the Administrator sanctioned these recommendations in Wage Regulation No. 6, they resigned from the Board. On April 21, 1951, a new tripartite Board of 18 members was appointed by the President. Dr. George W. Taylor of the University of Pennsylvania became the Chairman of the new Board, succeeding Cyrus S. Ching, who had served as the first Board's Chairman.

By 1952 the ESA consisted of an Office of the Administrator and the following six constituent agencies having broadly delegated authority in their respective fields:

1. Office of Price Stabilization (OPS), which administered price controls. This was the biggest agency of the stabilization family, em-

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<sup>1</sup>Marver H. Bernstein, Administrative History of the Economic Stabilization Agency under Administrator Alan Valentine: Sept. 9, 1950-Jan. 19, 1951 [1953], p. 4.



playing 90 percent of its personnel before the ESA's acquisition of the Office of Rent Stabilization, and 75 percent of its personnel thereafter. Michael V. DiSalle, the first Director of Price Stabilization, was appointed by President Truman on December 12, 1950. He resigned on February 15, 1952, and was succeeded by Ellis Arnall, formerly Governor of Georgia. Mr. Arnall resigned as of September 1, 1952, and was succeeded by Tighe E. Woods, who at the time was Director of the Office of Rent Stabilization. Mr. Woods resigned as of November 30, 1952, and Deputy Director Joseph H. Freehill became Acting Director until December 12, 1952, when he was named the Director by President Truman.

2. Office of Rent Stabilization (ORS), which administered rent controls under the Defense Production Act Amendments of 1951.

3. A tripartite 18-member Wage Stabilization Board (WSB), with equal representation of 6 members each from labor, industry, and the public, which administered wage controls. By Executive Order 10233 of April 1951 the Board was empowered to assist the President in the settlement of industrial disputes that threatened to interrupt work affecting the national defense. Under this authority the Board granted a wage increase to steel workers. After the industry rejected the ruling, the Government seized the steel plants. Soon after the U. S. Supreme Court invalidated this seizure, the steel workers went on a strike that lasted for 53 days. The Board's dispute functions were thereupon rescinded by Congress in the 1952 amendments to the Defense Production Act. Operations of the WSB were again disrupted in December 1952 by the mass resignation of industry members in protest against a decision by President Truman permitting bituminous coal operators to pay miners a wage increase of \$1.90 per day after the WSB had ruled by majority vote (labor members dissenting) that only \$1.50 of the negotiated increase was allowable under stabilization rules. ESA Administrator Roger L. Putnam, with the approval of the President, thereupon delegated the Board's functions temporarily to a Wage Stabilization Committee, composed of the members representing the public, to function until the industry vacancies of the Board were filled.

4. Salary Stabilization Board (SSB) of five members representing the public, which administered controls over changes in remuneration for executive, professional, administrative, and several other types of employees not represented by duly recognized or certified labor organizations.

5. Railroad and Airline Wage Board (RAWB) of three members representing the public, which administered both wage and salary stabilization for employees subject to the Railway Labor Act.

6. National Enforcement Commission (NEC) of three members representing the public, originally an enforcement arm of the WSB only but



reconstituted in July 1952 as a separate ESA unit to determine tax disallowance penalties to be assessed against employers violating regulations of any of the three ESA Boards dealing with wage and salary stabilization.

The first ESA Administrator was Dr. Alan Valentine, formerly president of the University of Rochester, who served from October 17, 1950, to January 24, 1951. He was succeeded by Eric A. Johnston, president of the Motion Picture Association of America, who served from January 24, 1951, to November 30, 1951. Roger Lowell Putnam, a manufacturer of Springfield, Mass., took office on December 1, 1951, and resigned as of December 21, 1952. He was succeeded by Michael V. DiSalle, formerly mayor of Toledo, Ohio, who had served from December 12, 1950, to February 15, 1952, as the ESA's first Director of Price Stabilization.

The Office of the Administrator consisted of four major suboffices: the Office of the General Counsel, the Operations Office, the Office of Economic Policy, and the Office of Public Information. The small legal staff of the Office of the General Counsel was organized into a Program Section, a Legislative Section, and an Opinions and Research Section. The General Counsel served as adviser to the Administrator and as the chief legal officer of the ESA. His duties included rendering legal opinions and interpretations in connection with general questions of price and wage stabilization, as well as on specific cases involving controversial legal issues affecting the Agency as a whole, and coordinating the work of the legal staffs of the constituent agencies.

The Operations Office comprised a Program Planning Staff, a Personnel Section, a Budget Staff, a Reports and Secretariat Section, and an Executive Assistant unit handling services and correspondence. The Assistant Administrator, Operations, was the head of the Operations Office and had general responsibility for all its functions.

The Office of Economic Policy was headed by the Economic Adviser, Benjamin Caplan. Among his duties were those of advising the Administrator on general economic trends and development; formulating and developing economic stabilization policies regarding prices, wages, and rents in the light of general economic conditions; and preparing for the Administrator the reports to be made to the Office of Defense Mobilization on the program and activity of the ESA and its constituent agencies.

The Office of Public Information was primarily responsible for aiding the Administrator to carry out those provisions of Executive Order 10161 directing him to "inform the public, agriculture, industry and labor concerning the need for stabilization and encourage and promote voluntary action to this end." Charles B. Holstein, in addition to directing the Public Information Office, served as one of the Adminis-



trator's four top policy advisers and assistants in the general operation of the stabilization program. Among the functions of the Office were the preparation of information to be disseminated by radio and television and the scheduling of special radio or television broadcasts for networks or individual stations, intended to inform the public on the objectives and policies of the stabilization program as a part of the mobilization effort.

The cost of living leveled off during the period of the stabilization program. By the end of 1952 the ESA had suspended price ceilings on a wide variety of commodities that were selling at prices substantially below their legal maximums.

In 1952 Congress passed an amendment to the Defense Production Act, which provided that direct controls of prices, wages, and rents were to end on April 30, 1953. President Eisenhower, however, terminated wage and salary controls by Executive Order 10434 of February 6, 1953, which provided: "All regulations and orders issued pursuant to the Defense Production Act of 1950, as amended, stabilizing wages, salaries and other compensation, are hereby suspended." Michael V. DiSalle thereupon resigned as ESA Administrator and his assistant, Ross Shearer, took over the helm of the ESA until the Agency and its remaining controls were terminated on April 30, 1953. By Executive Order 10480 of August 14, 1953, the Director of the Office of Defense Mobilization was designated as the ex officio Administrator of the ESA, with responsibility for liquidating its affairs by October 31, 1953. By an Executive order of October 14, 1953, the functions of the National Enforcement Commission, and other enforcement and investigative functions under Title IV of the Defense Production Act, were immediately transferred to the Attorney General; and the functions of conducting administrative proceedings and liquidating fiscal matters were transferred to the Office of Defense Mobilization and the Treasury Department, respectively, effective November 1, 1953.

Thus ended the Nation's first experience with direct price and wage controls in a period of emergency short of all-out war. As a top-level policy-forming agency, the ESA had performed the same functions during the Korean war period that the Office of War Mobilization and its successor, the Office of War Mobilization and Reconversion, had performed during World War II.

The records described in this inventory are designated as Record Group 296, General Records of the Economic Stabilization Agency. They amount to 84 cubic feet and consist of the files of the Office of the Administrator and of its subordinate offices. There are separately maintained records for the Office of the General Counsel and the Operations Office. Records produced by the Office of Economic Policy and the Office of Public Information are interfiled in the general records



maintained by the Office of the Administrator and in the security-classified general files maintained by the Reports and Secretariat Section of the Operations Office. The facilitative records of the Economic Stabilization Agency that are not described in this inventory were disposed of in accordance with general schedules.

All records described in the inventory were transferred from the Economic Stabilization Agency to the Federal Records Center, Alexandria, Va., in July 1953. They were accessioned by the National Archives in January 1957.

The records of the constituent agencies of the ESA are in other record groups as follows: the records of the Office of Price Stabilization comprise Record Group 295; the records of the Office of Rent Stabilization are a part of Record Group 252, Records of the Office of the Housing Expediter; and the records of the Wage and Salary Stabilization Boards of the ESA and the National Enforcement Commission comprise Record Group 293. Other records relating to economic controls during the Korean conflict may be found in Record Group 277, Records of the National Production Authority.

Measurements given in this inventory are in terms of linear feet and inches.



## GENERAL RECORDS OF THE ECONOMIC STABILIZATION AGENCY

### Records of the Office of the Administrator

This Office was established on October 17, 1950, with the appointment of Dr. Alan Valentine as ESA Administrator. Very few of Dr. Valentine's records have been preserved; those that are extant may be found among the records of the Operations Office, in the series described in entries 21 and 22. Dr. Valentine was succeeded by Eric A. Johnston on January 24, 1951. Mr. Johnston's immediate staff consisted of an Administrative Assistant, Kenneth Clark; a secretary, Miss Merrie Smith; and a small clerical force. The Office of the Administrator reached its peak strength during the period December 1, 1951-December 21, 1952, when Roger L. Putnam was Administrator. It was during this period that the ESA carried its biggest workload and was confronted with its greatest crisis, the steel and coal cases of 1952. With the resignation of Mr. Putnam and the appointment of Michael V. DiSalle as Administrator on December 21, 1952, the ESA entered its decontrol phase, which culminated in the termination of all Agency controls by April 30, 1953.

GENERAL RECORDS. 1951-53. 30 ft.

1

Correspondence, memoranda, reports, orders, and issuances relating to the policies, organization, and activities of the Office of the Administrator. These records chiefly reflect public reaction on the part of labor, management, and the consumer to the wage, rent, and price stabilization programs of the Economic Stabilization Agency and its constituent operational agencies. They include reports of the Administrator to congressional committees studying proposals to amend the Defense Production Act of 1950 and to revise the Government's stabilization program which stemmed from it; organizational charts and administrative issuances; biographical sketches of key personnel of the ESA and its constituent agencies; radio and press releases; a report on the settlement of the wage dispute in the coal industry, 1952; and copies of counter-motions filed by Government attorneys in the U. S. District Court, Washington, D. C., opposing a motion for an injunction by the steel industry to test the constitutionality of a Presidential order for Government seizure and operation of the steel mills in 1952. Arranged according to a subject-numeric classification scheme developed by the Office of Price Stabilization and adopted by the Economic Stabilization Agency early in 1951 (see appendix). This scheme provides further information on the subject matter content of the series.

OUTGOING CORRESPONDENCE. 1951-53. 10 ft.

2

Abstracts and copies of letters, memoranda, and reports sent by the Office of the Administrator to other ESA offices and Government agencies, various organizations, and private individuals. They relate chiefly to the records described in entry 1. Arranged alphabetically mainly by name of addressee but occasionally by geographical location of addressee. The



records are coded according to the subject-numeric classification scheme under which the related documents are filed in the series described in entry 1, and thus they serve as an index to these files.

MAIL CONTROL SLIPS FOR THE INCOMING CORRESPONDENCE IN THE GENERAL RECORDS. 1951-53. 2 ft. 3

Slips, 3" x 5", prepared for letters received from Members of Congress, Government agencies, business firms, universities, unions, associations, other organizations, and private persons. Each slip generally gives the name of the person sending the letter; the name of the agency, firm, or organization with which the correspondent was associated (if any); the date of the incoming letter; a brief description of the subject matter; and the date of the letter's referral. Arranged alphabetically by name of person or organization. The control slip can be used as a finding aid for both the incoming correspondence among the general records described in entry 1 and the outgoing correspondence described in entry 2.

SECURITY-CLASSIFIED RECORDS MAINTAINED BY THE ADMINISTRATOR. 1951-53. 1 ft. 4

Correspondence, memoranda, copies of minutes of the Defense Mobilization Board, reports, and miscellaneous issuances of the ESA and of the Defense Mobilization Board relating to the economic situation, emergency planning, defense programs, standards for decontrol, and personnel matters. Arranged by subject.

"CRACKPOT" LETTERS. 1951-52. 5 in. 5

Incoming, unanswered letters--most of them without any return address and many without even a signature--criticizing the stabilization program and numerous public figures, both in and out of Government. Arranged alphabetically by name of writer, with a folder of anonymous letters at the beginning of the series.

PRECEDENT FILE OF ERIC JOHNSTON, ESA ADMINISTRATOR. 1951. 1 in. 6

Abstracts of significant letters and memoranda sent and received by Mr. Johnston. They relate to such subjects as defense production policy, major price actions, the ceiling price index, rent control policy, consumer credit controls, railroad wage cases, and the Temporary Emergency Railroad Wage Panel. Arranged alphabetically by subject. The records are coded according to the subject-numeric classification scheme under which the related correspondence is filed in the series described in entry 1.

INCOMING CORRESPONDENCE OF ERIC JOHNSTON, ESA ADMINISTRATOR. 1951. 1 in. 7

Copies of memoranda received by Mr. Johnston, chiefly from the General Counsel, dealing with controversial policy matters; telegrams; and letters from Congressmen transmitting telegrams, protesting ceiling prices



on woolen goods, discrimination in collective bargaining against independent labor unions, and denial of a wage boost of 9 cents per hour demanded by the meat packinghouse workers. Arranged in two parts: congressional letters and telegrams, and copies of memoranda; thereunder unarranged.

CORRESPONDENCE OF KENNETH CLARK, ASSISTANT TO THE ADMINISTRATOR. 1951. 4 in. 8

Letters, memoranda, and telegrams received, and copies of letters sent, by the Assistant to the Administrator during the early months of 1951. Most of this correspondence was addressed to Eric Johnston by well-wishers among the general public when he assumed the office of Administrator of the ESA, and it contains suggestions for an effective course of action. Arranged alphabetically by name of correspondent. At the end of the series is a bundle of unarranged material consisting of copies of reports, congressional bills, and proposed drafts of Executive orders dealing with enforcement problems of the stabilization program. There are also letters and memoranda addressed to Mr. Clark, with copies of replies, on such subjects as openings for employment in the ESA, the appointment of an Economic Stabilization Administrator for New Mexico, and retail prices of beef in New York.

RECORDS OF ROGER L. PUTNAM, ESA ADMINISTRATOR. 1951-52. 2 ft. 9

Correspondence; reports; ESA directives; a transcript of argument in the case of Safeway Stores, Inc., v. Michael V. DiSalle, Director of Price Stabilization; drafts of speeches; agenda of the National Advisory Board on Mobilization Policy, December 1951-August 1952; ESA Personnel News Bulletins, January-September 1952; issues of OPS Daily News Digest, September-November 1952; and ESA Daily News Index, September 1952-February 1953, pertaining chiefly to the coal industry wage ruling of 1952, the wage and price controversy in the steel industry in 1952, aluminum and other commodity price disputes, other stabilization problems, proposed amendments to the Defense Production Act of 1950, budgetary allocations, and personnel matters. Arranged alphabetically by subject.

RECORDS OF MICHAEL V. DISALLE, ESA ADMINISTRATOR. 1953. 5 in. 10

Correspondence, memoranda, reports, and press releases documenting broad phases of the functions, policies, programs, and operations of the ESA's constituent offices. Included are a report on the importance of price stabilization to the defense production program and the military services; intraoffice memoranda regarding the authority of the Rent Director to terminate rent controls in limited and critical areas; and correspondence with the Pacific coast regional office of the Office of Price Stabilization regarding the petroleum shortage. Arranged alphabetically by subject or by name of ESA office.

RECORDS OF JESSE W. TAPP, AGRICULTURAL ADVISER. 1951. 5 in. 11

Correspondence and memoranda relating to shortages in agricultural commodities, food priorities for the armed services, and price controls



for beef and sugar; reports of price violations referred to the Department of Justice by the Food and Restaurant Division of the Office of Price Stabilization; and miscellaneous Government and private publications regarding food production and price control matters. Unarranged.

### Records of the Office of the General Counsel

This Office was organized into a Program Section, a Legislative Section, and an Opinions and Research Section. The General Counsel, as legal adviser to the Administrator and the chief law officer of the ESA, prepared opinions and interpretations concerning price and wage stabilization problems and coordinated the work of the legal staffs of the constituent agencies.

The first General Counsel was H. Graham Morison, who, in October 1950, was assigned temporarily from the Department of Justice to the ESA to help set up a legal structure for the agency. No records of Mr. Morison appear among the files of the ESA, except the legislative history of the Defense Production Act of 1950 which was prepared under his supervision. His successor was Francis P. Whitehair, who held the post from December 1950 to June 1951. The few extant records of Mr. Whitehair are interfiled in the series described in entries 1 and 11. James MacInnes Henderson, who succeeded Mr. Whitehair, served until September 1, 1952, when he was appointed Director of Rent Stabilization. Raymond W. Karst was the last General Counsel of the ESA. John H. MacVey; Sidney L. Feiler, who specialized in legal problems concerning wages and salaries; and Stephen J. McMahon, Jr., who handled the work of coordinating agency-wide legal opinions and research, served as Associate General Counsels during 1951-53. In 1952 the Office consisted of a General Counsel (Mr. Karst), a Deputy General Counsel (J. Fred McClerkin), three Associate General Counsels (MacVey, Feiler, and McMahon) and four secretaries. Messrs. McClerkin and MacVey did not maintain separate files.

The Committee on Compliance Policy (see entry 18) was set up in August 1951 to coordinate the enforcement activities of the constituent agencies and to keep the Administrator abreast of developments in this field. The Committee consisted of a Chairman, who was the General Counsel of the ESA, and an alternate Chairman, who was the Deputy General Counsel; an Executive Secretary, who was the Chief of the Reports and Secretariat Section in the Operations Office; the Assistant Administrator, Operations, and an alternate, who was the Deputy Assistant Administrator, Operations; the Director of the Office of Public Information and an alternate, who was an assistant to the Director; and one member and one alternate from each of the six constituent agencies.

RECORDS OF JAMES M. HENDERSON, GENERAL COUNSEL. 1951-53. 6 ft. 12  
Correspondence, memoranda, reports, drafts of general and enforcement orders issued by the General Counsel, copies of petitions for wage ad-



justments and exemptions from wage and rent regulations, drafts of amendments to the Defense Production Act of 1950 and summaries of proposed bills, drafts of speeches by ESA officials, and notes. Included are "Narrative Progress Reports" of the Office of Price Stabilization, June 1951-February 1953, relating to proposed legislation affecting the ESA program, the regulation of wages and prices, compliance problems, the interpretation of ESA rulings and other issuances, the recruitment of legal personnel, cooperation with the Department of Justice in assigning Special Assistant U. S. Attorneys to the regional enforcement offices of the Office of Price Stabilization, and budgetary matters. Arranged alphabetically by subject or by type of record material.

RECORDS OF RAYMOND W. KARST, GENERAL COUNSEL. 1951-53. 3 ft. 13

Correspondence; memoranda; reports; studies; notes; a docket book showing job assignments in the Office of the General Counsel, January-April 1951; job description sheets of personnel in the Office; and copies of ESA's Daily News Index, October 1952-March 1953, and Weekly Editorial Review, October 1952-March 1953. Also included is the reading file of the Office of the General Counsel, November 1950-March 1953. The records relate to proposed amendments to the Defense Production Act of 1950, other proposed legislation affecting the ESA and providing standby economic controls, the enforcement and interpretation of price and wage laws and regulations, disputes concerning wages and prices in the coal and steel industries during 1952, suspension of controls, personnel matters, and appropriations. Arranged alphabetically by subject or by type of record material.

RECORDS OF SIDNEY L. FEILER, ASSOCIATE GENERAL COUNSEL. 1951-53. 6 ft. 14

Correspondence, memoranda, and reports relating to the coal industry wage dispute of 1952, the decontrol of wages and prices in 1952, and the legislative plans for 1953; analyses of regulations of the National Enforcement Commission, the Railroad and Airline Wage Board, the Salary Stabilization Board, and the Wage Stabilization Board; press releases of the Office of Price Stabilization, the Salary Stabilization Board, and the Wage Stabilization Board; the reading file of Mr. Feiler, August 1951-May 1953; and press clippings and other publications pertaining to the steel strike of 1952. Arranged alphabetically by subject or by type of record.

RECORDS OF STEPHEN J. McMAHON, JR., ASSOCIATE GENERAL COUNSEL. 1951-53. 3 ft. 15

Correspondence, memoranda, and reports relating to the legality of continuing wage controls in industries exempt from price control, tax disallowances during the period October 1951-April 1952, litigation with steel companies culminating in the seizure of steel plants in 1952, and congressional activities affecting the ESA during 1952-53; drafts of general orders of the Administrator, November 1951-October 1952, and



related inquiries from business firms; minutes of meetings of the Compliance Policy Committee, October 1951-October 1952; copies of pleadings filed in Federal courts in litigation involving the Office of Price Stabilization and the Wage Stabilization Board; summaries of 1952 amendments to the Defense Production Act and excerpts from decisions in cases testing the constitutionality of the act; a chronological file of copies of outgoing letters written by Mr. McMahon, May-December 1952; and OPS press releases, August-October 1951. Arranged alphabetically by subject or by type of record.

RECORDS OF STEPHEN J. ANGLAND, CONSULTANT. 1951. 10 in. 16

Chiefly memoranda containing summaries of testimony given by witnesses to congressional committees during hearings on amendments to the Defense Production Act, May-June 1951, and reports on weekly legislative activities in Congress, March-July 1951. Included are a chart showing military procurement prices before and after the attack on South Korea and copies of House and Senate bills pending before the 82d Congress, 1st session, 1951, to amend the Defense Production Act. Unarranged.

"TRIAL GUIDE" OF THE LITIGATION BRANCH, OFFICE OF RENT STABILIZATION. 1952. 5 in. 17

This processed manual was issued on January 15, 1952, by the Litigation Branch, Office of Rent Stabilization, for the use of its attorneys. It contains information essential for enforcement of Federal statutes and regulations imposing maximum rent ceilings. At the beginning of the Guide there is an alphabetical subject index to its contents.

RECORDS OF THE COMMITTEE ON COMPLIANCE POLICY. 1951-53. 10 in. 18

Summary minutes of meetings of the Committee on Compliance Policy, August 1951-December 1952; memoranda and reports relating to investigational and enforcement activities of the Wage Stabilization Board and the National and Regional Enforcement Commissions through December 31, 1952, and compliance activities of the Office of Salary Stabilization, November-December 1952, and of the Office of Rent Stabilization, July 1952-January 1953; correspondence and memoranda embodying recommendations by the Office of Price Stabilization to the Department of Justice with regard to proceedings against price ceiling violators, 1951-52; and summary monthly reports of the Committee on Compliance Policy to the ESA Administrator, October-December 1951. Arranged by type of record or by subject.

#### Records of the Operations Office

This Office included a Program Planning Staff, a Personnel Section, a Budget Staff, a Reports and Secretariat Section, and an Executive Assistant unit. The head of the Operations Office was the Assistant Administrator, Operations, who was outranked in the ESA only by the Administrator and served as Acting Administrator in the latter's absence.



By delegation from the Administrator he frequently made final determination in agency management matters such as budget, allocation of appropriations, personnel, and property management. The top level advisers on budget and personnel management served under the immediate direction of the Deputy Assistant Administrator, who was responsible for gathering necessary information and making recommendations on allocation of appropriations, budget plans, and personnel programs of the constituent agencies.

William Parsons, who was temporarily assigned to the ESA from the Treasury Department for about 2 months beginning on October 15, 1950, was the first head of the Operations Office. Ralph Hetzel became Assistant Administrator when Eric A. Johnston succeeded Dr. Valentine as ESA Administrator on January 24, 1951. Ross Shearer succeeded Ralph Hetzel as Assistant Administrator, Operations, in December 1951; he served in that position until April 30, 1953. Neither Mr. Parsons nor Mr. Hetzel maintained separate files of his own.

RECORDS OF ROSS SHEARER, ASSISTANT ADMINISTRATOR. 1951-53. 4 ft. 19

Correspondence, memoranda, and reports relating to the functions, policies, programs, and major activities of the Office of the Administrator, the coordination of price and wage stabilization, the coal and steel crises confronting the Wage Stabilization Board in 1952, the relaxation of price controls in 1952, the continuing need for direct price controls in 1953, and the liquidation of the ESA in 1953; weekly reports by constituent agencies of the ESA, February 1952-February 1953; a list of defense committees on which the ESA participated, with a schedule of meetings and related agenda; 1952 amendments to the Defense Production Act, in draft and printed form; drafts of other legislation submitted to Congress by the ESA pertaining to its constituent agencies and decontrol; extracts and draft copies of speeches delivered by the Administrator at various conventions in 1952; and statements and press releases of the Administrator, 1951-52. Arranged alphabetically by subject or by type of record.

SETS OF GENERAL AND ADMINISTRATIVE ORDERS MAINTAINED BY GEORGE C.

VIETHEER, DEPUTY ASSISTANT ADMINISTRATOR. 1951-52. 2 ft. 20

Included with each order are drafts and memoranda prepared before the adoption of the order or an amendment to it. General Orders Nos. 1-19 prescribe general policies governing the management and operations of the ESA. They grant necessary delegations of authority, make assignments of functions and responsibilities, and contain basic organizational rulings. The administrative orders deal with internal administrative management matters and establish policies and practices in the specialized fields of personnel management, budget and finance, administrative services, and other management activities. The administrative orders consist of four groups of directives: (1) Personnel Series, relating to personnel management; (2) Budget and Fiscal Series, relating



to budget and finance; (3) Administrative Service Series, relating to space, supply, communications, and other types of administrative service activities; and (4) Management Series, relating to other administrative matters. The administrative orders are arranged in the order of the four series of directives mentioned above and thereunder are arranged numerically. A list of the general orders and administrative orders of the Administrator of the ESA, May 1951-December 1952, is filed at the beginning of this series.

RECORDS OF LAURENCE H. BOERNER, ADMINISTRATIVE OFFICER. 1951. 5 in.

21

Chiefly memoranda relating to announcements on matters of general interest to the ESA staff and the appointment of special consultants to the Administrator of the ESA. Included are Mr. Boerner's reading file, March-April 1951; a list of names and addresses of staff members of the Office of the Administrator; and some housekeeping records. Arranged alphabetically by subject or by type of record.

RECORDS OF BEN POSNER, BUDGET ADVISOR. 1950-53. 10 ft.

22

Mainly estimates, tabulations, and reports relating to financial requirements of the ESA and its constituent agencies for fiscal years 1951-54; the apportioning of salaries and expenses in the stabilization agencies during 1951-53; financial operations of the Office of the Administrator, January-October 1952; and expenditures and employment in the Office of Rent Stabilization and in the Railroad and Airline Wage Board (1952-53). Included are periodic reports of the Budget Advisor, January 1952-June 1953; the Office of Price Stabilization, January 1952-April 1953; the Salary Stabilization Board, January 1952-January 1953; and the Wage Stabilization Board, February 1952-February 1953. Included also are correspondence and memoranda relating to the accounting policies and financial administration of the ESA, the effects of appropriation bills pending in Congress in 1952 on the ESA program, the community food pricing program of the OPS, 1951-52, and the liquidation of the OPS regional offices, 1952-53; fiscal data on expenditures of the ESA requested by congressional committees, March 1952-March 1953; and Mr. Posner's reading file, January 1952-June 1953. Arranged by type of record and thereunder by name of agency.

SECURITY-CLASSIFIED GENERAL FILES OF THE REPORTS AND SECRETARIAT SECTION. 1950-53. 7 ft.

23

Reports compiled by the Reports and Secretariat Section for the Administrator of the ESA, as well as reports submitted to him by other constituent agencies of the ESA. Also included are reports to the Administrator from the Office of Price Stabilization regarding proposals for adjustments in price ceilings, monthly reports from the Wage Stabilization Board on petitions for wage adjustments, and ESA determinations relating to relaxation of credit controls in critical defense housing areas. Arranged by subject or by type of record.



RECORDS OF THE REPORTS AND SECRETARIAT SECTION RELATING TO THE DEFENSE HISTORY PROGRAM. 1951-53. 10 in. 24

Correspondence and memoranda relating to the preparation of histories of the stabilization agencies operating during the period of the Korean conflict; outlines of histories submitted by the constituent agencies to the ESA, May 1952-February 1953; and copies in draft and final form of administrative histories of the ESA during the time that Dr. Alan Valentine and Eric A. Johnston served, successively, as ESA Administrator. Arranged by subject or by type of record.

REPORTS OF THE CORRESPONDENCE SECTION. 1951-52. 5 in. 25

Weekly analysis reports showing the breakdown of incoming letters into such categories as "Price," "Wage and Salary," "Rent," and "Other Matters," and, under each category, the number of letters that were favorable, unfavorable, or neutral to the ESA; and weekly workload reports, June 1951-March 1952, showing total letters processed each week and total letters on hand at the end of the week. Included also is a report showing the source, subject, and disposition of each piece of mail received in the ESA during February 1951. Arranged by type of report and thereunder chronologically.

MISCELLANEOUS FORMS. 1951-53. 10 in. 26

Specimen samples of forms--personnel, travel, budgetary, library, special report, communications, shipment, requisition, and purchase order--and other administrative services and management forms used by the ESA and its constituent agencies. Arranged in folders by type of form, with a table of contents in each folder.

SOUND RECORDINGS. 1951-53. 1 ft. 27

Tape recordings (35 rolls) of administrative hearings in the Office of Rent Stabilization on appeals from rulings ordering the dismissal of three of its employees, March 1953; 1 roll of a tape recording entitled "RFC Conference," dated February 24, 1952; and 3 disk recordings of an address by Michael V. DiSalle, Director of Price Stabilization, dated April 11, 1951. Arranged by subject and thereunder numerically.





## APPENDIX

### Subject-Numeric Classification Code for General Records

This classification scheme was used for the general records of the Office of the Administrator of the Economic Stabilization Agency, described in entry 1, and the related correspondence series described in entries 2 and 6.

#### ACCOUNTING

- 1 Accounts current
- 2 Audits (includes exceptions and irregularities)
- 3 Disbursements (except salary checks--see ACCOUNTING 5)
- 4 Expenses
- 5 Payrolls, salaries
- 6 Receipts, collections
- 7 System of (includes procedures)
- 8 Vouchers, invoices

#### AGRICULTURAL CHEMICALS

- 1 Dips, disinfectants, fungicides, and dusts
- 2 Fertilizers
- 3 Insect and rodent exterminators
- 4 Liming materials

#### APPAREL

- 1 Men's clothing and accessories
- 2 Women's clothing and accessories

#### APPLIANCES AND EQUIPMENT (except machinery--see MACHINERY)

- 1 Professional goods and equipment

#### APPROPRIATIONS

- 1 Availability of funds
- 2 Budget estimates
- 3 Deficiency
- 4 Expenditures, encumbrances (includes obligation of)
- 5 Supplemental (includes emergency)
- 6 Transfers (of funds)

#### ASSOCIATIONS (Clubs, Societies)

#### AUTHORIZATIONS (except special authority to employ personnel--see PERSONNEL)

- 1 Affidavits and oaths, to administer
- 2 Correspondence, to sign
- 3 Delegations of authority
- 4 Meetings, to attend
- 5 Personnel actions, to approve



## AUTHORIZATIONS (continued)

- 6 Purchase
- 7 Salary checks, to distribute
- 8 Travel (general only). (If individual is involved, classify by name under TRAVEL.)
- 9 Vouchers, requisitions, payrolls, to approve (includes certifying officers)

## AUTOMOBILES (except Government-owned vehicles--see VEHICLES)

## BUILDING MATERIALS (includes construction)

- 1 Contracting service
- 2 Distribution
- 3 Mason materials and refractories
- 4 Mechanical building equipment
- 5 Millwork
- 6 Roofing, insulation and glass

## BOARDS (Councils). Includes duties, functions, and membership.

## CHEMICALS, DRUGS (except agricultural chemicals--see AGRICULTURAL CHEMICALS)

## CLAIMS (general only)

## COMMITTEES (includes duties, functions, and membership) Offers to cooperate

## COMMUNICATIONS (Correspondence)

- 1 Mail
  - 1-1 Forwarding of
  - 1-2 Permits
  - 1-3 Postage
  - 1-4 Registered, insured, special delivery
- 2 Postal laws and regulations
- 3 Preparation of correspondence
  - 3-1 Manual
- 4 Reports
- 5 Telecommunications
- 6 Telephones
- 7 U. S. Official Mail and Messenger Service

## COOPERATION (general only)

- 1 Cooperative agreements, memorandums of understanding
- 2 Federal, State relations

## DAIRY PRODUCTS (includes poultry, eggs, and honey)

DECISIONS (Opinions). General only.

- 1 Attorney General
- 2 Comptroller General
- 3 General Counsel (ESA)

ECONOMICS

- 1 Inflation
- 2 Cost of living
- 3 Purchasing power
- 4 Market condition
- 5 Request for (routine) price control
- 6 Request for (routine) wage adjustment

EMPLOYMENT (Non-Government)

FATS, OILS, WAXES

- 1 Animal
- 2 Processed
- 3 Vegetable

FEEDS (except grain--see GRAIN)

FINANCE (except administrative or fiscal matters--see ACCOUNTING or APPROPRIATIONS)

- 1 Credit
- 2 Securities
- 3 Speculation
- 4 Taxation
- 5 War savings

FISH, SHELLFISH

- 1 Fresh
- 2 Processed

FOREIGN RELATIONS

FORMS

- 1 ESA
- 2 Government standard

FRUITS AND NUTS

- 1 Fresh
- 2 Processed

GRAIN PRODUCTS, BY-PRODUCTS

GROCERY PRODUCTS

- 1 Beverages



## GROCERY PRODUCTS (continued)

- 2 Imported foods
- 3 Specialties

## HEARINGS (general only)

## HOME FURNISHINGS, HOUSEWARES (includes appliances and accessories)

- 1 Accessories
- 2 Bedding
- 3 Floor coverings, window goods
- 4 Hardware and houseware
- 5 Household furniture (includes radio, television, etc.)
- 6 Linens (except bedding--see HOME FURNISHINGS 2)

## ILLUSTRATIONS (Audio and Visual Aids)

- 1 Charts, maps, graphs, drawings
- 2 Exhibits
- 3 Photographs, photography
- 3-1 Film strips, lantern slides
- 3-2 Motion pictures
- 3-3 Photostats--blue, ozalid
- 4 Posters, signs, portraits
- 5 Recordings

## INDUSTRIAL RELATIONS (by industry)

- 1 International
- 2 National
- 3 Surveys, studies (individual companies)

## INTERSTATE CARRIERS (except local transportation--see PUBLIC UTILITIES)

- 1 Common carriers
- 2 Contract carriers
- 3 Icing
- 4 Rates and tariffs
- 5 Storage and terminal facilities

## INVESTIGATIONS (General only. For fiscal irregularities, see ACCOUNTING; for personnel investigations, see PERSONNEL.)

## LABOR

- 1 Agreements, compacts, contracts
- 1-1 Collective bargaining
- 2 Classification, definitions
- 2-1 Trades and services
- 3 Disputes, discriminations, abuses
- 3-1 Arbitration, conciliation
- 3-1-1 Compulsory
- 3-1-2 Voluntary
- 3-2 Picketing

## LABOR (continued)

- 3-3 Strikes, walkouts, lockouts
- 4 Employment
  - 4-1 Agencies
  - 4-2 Benefits, beneficiaries
  - 4-3 Classification, standards, job ratings
  - 4-4 Dismissal practices
  - 4-5 Guarantee
  - 4-6 Methods
  - 4-7 Seasonal
  - 4-8 Statistics and analysis
  - 4-9 Surveys, studies
- 5 Manpower
  - 5-1 Displacement
  - 5-2 Mobility (turnover)
  - 5-3 Procurement, recruitment
    - 5-3-1 Mobilization, drafting
    - 5-3-2 Sources of supply
  - 5-4 Requirements
- 6 Practices
  - 6-1 Voluntary codes of fair practice
- 7 Relations
- 8 Standards
- 9 Statistics and analysis
  - 9-1 Population trends
- 10 Studies, surveys, investigations
- 11 Unemployment
  - 11-1 Business recession
  - 11-2 Cyclical
  - 11-3 Insurance, relief, self-help
  - 11-4 Prevention of
    - 11-4-1 Government plans for
    - 11-4-2 Public plans for
  - 11-5 Seasonal
  - 11-6 Statistics
  - 11-7 Technological
- 12 Utilization
  - 12-1 Casual, migratory workers
  - 12-2 Convict, prison labor
  - 12-3 Foreign labor

## LEATHER, FURS, FIBERS

### 1 Byproducts

## LEGISLATION (Laws)

- 1 Federal
  - 1-1 Defense Production Act of 1950
    - 1-1-1 Authority to Requisition (Title I)



## LEGISLATION (Laws) (continued)

- 1-1-2 Control of Consumer and Real Estate Credit (Title VI)
- 1-1-3 Expansion of Productive Capacity and Supply (Title III)
  - 1-1-3-1 Guaranteeing agencies (301(a)(b))
  - 1-1-3-2 Fiscal Agencies (301(b))
  - 1-1-3-3 Expedition of Production and Delivery (302)
- 1-1-4 Price and Wage Stabilization (Title IV)
- 1-1-5 Priorities and Allocations (Title I)
- 1-1-6 Settlement of Labor Disputes (Title V)
- 1-2 Proposed
  - 1-2-1 Price
  - 1-2-2 Wage
- 2 Foreign
- 3 State
- 3-1 Proposed

## LICENSES (Permits). General only.

## LITIGATION

- 1 Claims and settlements
- 2 Damages and penalties

## LUMBER

- 1 Hardwoods
- 2 Primary forest products
- 3 Softwoods
- 4 Veneers, plywoods and products
- 5 Wood containers

## MACHINERY

- 1 Construction and related equipment
- 2 Electrical generating and power equipment
- 3 Farm equipment and tractors
- 4 General and auxiliary
- 5 Machine tools and industrial supplies
- 6 Parts, plastics, services
- 7 Processing

## MEATS AND MEAT PRODUCTS (except Poultry--see DAIRY PRODUCTS)

- 1 Fresh
- 2 Processed

## MEETINGS (Conferences, Congresses). General only.

## METALS

- 1 Fabricated products
- 2 Ferrous metals
  - 2-1 Basic materials
  - 2-2 Castings

## METALS (continued)

- 2-3 Scrap
- 3 Nonferrous metals
  - 3-1 Primary
  - 3-2 Scrap (secondary)
- 4 Stockpiling of metals
- 5 Warehouse and surplus materials

## NATIONAL DEFENSE

- 1 Military service (except Government employees--see PERSONNEL)
  - 1-1 Deferments
- 2 Mobilization
  - 2-1 Programs for

## ORDERS

- 1 Economic Stabilization Agency
  - 1-1 Administrative (internal issuances)

Includes standard operating practices, administrative information bulletins, procedure memoranda, circulars, and administrative orders. NOTE: Subdivide by type and file the ORIGINAL copy here--numerically if numbered series--chronologically if unnumbered. File the yellow subject file copy under the subject to which it pertains. One REPRODUCED copy is to be filed according to the function involved in the Administrative Reference File.
- 2 Executive orders
- 3 Other Government agencies (see note above)

## ORGANIZATION

- 1 Economic Stabilization Agency (includes organic acts, laws, Executive orders, directives, etc., governing the organization and administration of the ESA, its purpose and scope)
  - 1-1 Administration and management
  - 1-2 History (documentary of the ESA)
  - 1-3 Program planning (general only)
- 2 Other agencies

## PAPER AND PAPER PRODUCTS

- 1 Fine papers and printing
- 2 Paper products
- 3 Raw materials

## PERSONNEL

- 1 Activities
  - 1-1 Credit Union
  - 1-2 Health organizations
  - 1-3 Welfare Association
- 2 Awards, citations, commendations



## PERSONNEL (continued)

- 3 Charges, disciplinary actions, debts
- 4 Citizenship
- 5 Civil service rules and regulations (general only)
- 6 Classification, duties
- 7 Contributions, gifts
- 8 Details
- 9 Efficiency
- 10 Employment, appointments
- 10-1 Applications, endorsements
- 10-2 Canceled actions
- 10-3 Discrimination, preference (includes military preference, race discriminations, aliens, etc.)
- 10-4 Examinations (physical or mental)
- 10-5 Special authority to employ
- 10-6 Terminations, resignations, retirements
- 11 Hours of duty
- 11-1 Overtime
- 12 Identification cards (except building passes--see SPACE)
- 13 Leave
- 14 Military service
- 15 Political activities
- 16 Promotions, demotions
- 17 Safety
- 18 Training
- 19 Transfers
- 20 Consultants
- 21 Lists, directories
- 22 Investigations
- 22-1 Loyalty
- 22-2 Security

## PETROLEUM

- 1 Crude oil
- 2 Refined products
- 2-1 Asphalt and lubricants
- 2-2 Distillate fuel oils
- 2-3 Gasoline
- 2-4 Petroleum products

## PRICES, PRICING (general only)

- 1 Community pricing
- 1-1 Instructions for
- 2 Distribution
- 3 Economic analysis
- 3-1 Inflation
- 3-1-1 Cost of living
- 3-1-2 Purchasing power

## PRICES, PRICING (continued)

- 3-2 Market conditions
- 4 Price control, fixing (except routine requests--see ECONOMICS)
  - 4-1 Price ceilings
    - 4-1-1 Enforcement (cases)
    - 4-1-2 Exemptions
  - 4-2 Pricing standards
    - 4-2-1 Adjustments
  - 4-3 Wholesale, retail

## PRINTING (Binding, Duplicating)

## PROCEDURE (general only)

## PROCUREMENT (Supplies, Equipment, Material)

- 1 Bids, contracts
- 2 Catalogs
  - 2-1 Federal Supply schedules
- 3 Purchase orders and requisitions
- 4 Tax exemptions

## PROPERTY (accountability of Government-owned)

- 1 Inventories, records
- 2 Lost or stolen (Government-owned). (For lost or stolen personal property--see SPACE)
- 3 Surplus, transfers, loans
- 4 Surveys, studies

## PUBLICATIONS

- 1 Articles, papers
- 2 Books, leaflets, periodicals, bibliographies
- 3 Directories, indexes
- 4 Mailing lists, keys (mailing)
- 5 Other than ESA
  - 5-1 Books, newspapers, periodicals
  - 5-2 Congressional Record
  - 5-3 Federal Register
- 6 Routine requests for and acknowledgment of

## PUBLIC RELATIONS

- 1 Awards, citations, commendations, congratulations, expressions of appreciation, greetings
- 2 Criticisms, complaints
- 3 Exhibitions, celebrations, fairs, expositions, demonstrations
- 4 Letters of introduction
- 5 Petitions, resolutions
- 6 Publicity
  - 6-1 Press
  - 6-2 Radio, television



## PUBLIC RELATIONS (continued)

- 7 Routine requests for information and replies
- 8 Speeches, lectures, addresses, statements

## PUBLIC UTILITIES

- 1 Local transportation

## RATIONING

## RECORDS (Files)

- 1 Anonymous or crank letters
- 2 Disposition
- 3 Federal Register (correspondence only). (Publications are filed under PUBLICATIONS 5-3.)
- 3-1 Codification of documents
- 3-1-1 Code of Federal Regulations
- 4 Management (procedures)
- 5 Personal (classify and file alphabetically by name; prepare individual folders as needed.)
- 6 Security
- 7 Translations

## REGULATIONS (Classify and file one copy here and one copy under subject matter involved--includes price schedules and orders.)

- 1 Administrative
- 2 Food product and restaurant
- 3 Import and export
- 4 Price
- 4-1 Maximum
- 5 Procedural
- 6 Rationing
- 7 Rent control

## REPORTS (general only)

## RUBBER AND RUBBER PRODUCTS

- 1 Chemicals
- 2 New tires and tubes
- 3 Plastics and resins
- 4 Rubber products

## SERVICES (except space--see SPACE)

- 1 Messenger
- 2 Request for
- 3 Shop work

## SERVICE TRADES

- 1 Apparel services
- 2 General repair services

## SERVICE TRADES (continued)

- 3 Review and analysis
- 4 Special services

## SOLID FUELS

## SPACE

- 1 Field (classify by location)
  - 1-1 Federal
- 2 Washington, D. C.
  - 2-1 Assignment
- 3 Lost or stolen personal property
- 4 Maintenance, upkeep, etc.
- 5 Passes (building). (For identification cards--see PERSONNEL)

## STATISTICS

- 1 Census, population
- 2 Questionnaires

## SURVEYS, STUDIES (general only)

- 1 Business firms (individual)
- 2 Commodities
- 3 Industries

## TEXTILES

## TRANSPORTATION (except TRAVEL)

- 1 Freight, express, bills of lading
- 2 Household (personal) effects

## TRAVEL (If individual is involved, classify by name of the traveler.)

- 1 Advance of funds
- 2 Air
- 3 Automobiles (use of privately owned cars)
- 4 Foreign
  - 4-1 Passports, visas
- 5 Hotels
- 6 Itineraries
- 7 Regulations
- 8 Transportation requests

## VEGETABLES

- 1 Fresh
- 2 Processed

## VEHICLES (except property, procurement, or travel--Government only)

- 1 Accidents
- 2 Maintenance and repairs
- 3 Parking permits
- 4 Usage, assignment



## WAGE STABILIZATION

- 1 Adjustments, changes--wage (except routine requests--see ECONOMICS)
  - 1-1 Increases, decreases
  - 1-2 Restoration
- 2 Collection, payment systems (wage)
  - 2-1 Bonus
  - 2-2 Commission, contract
  - 2-3 Form of payment (script, check, etc.)
  - 2-4 Profit sharing
  - 2-5 Royalties
  - 2-6 Sliding scale
  - 2-7 Stock ownership
  - 2-8 Tips and tipping
- 3 Control of wages (fixing)
  - 3-1 Enforcement (cases)
  - 3-2 Freezing
- 4 Deductions, withholding (wage)
  - 4-1 Lost time (absenteeism)
  - 4-2 Political campaign funds
  - 4-3 Relief, defense, charity
  - 4-4 Retirement, social security
- 5 Dispute, grievances, complaints (wage)
  - 5-1 Adjustments of
  - 5-2 Arbitration of
    - 5-2-1 Compulsory
    - 5-2-2 Voluntary
- 6 Garnishee, attachment, assignment, liens (wage)
- 7 Illegal or unethical practices (wage)
- 8 Programs for wage stabilization
  - 8-1 Selective
  - 8-2 Voluntary
- 9 Rates, rating (wage determinations--by class of workers)
  - 9-1 Annual
  - 9-2 Cost of living
  - 9-3 Dismissal
  - 9-4 Hourly
  - 9-5 Maximum, minimum
  - 9-6 Monthly
  - 9-7 Overtime
  - 9-8 Prevailing
  - 9-9 Weekly
- 10 Regulations, orders, codes, rules
- 11 Standards
- 12 Statistics, analysis
- 13 Surveys, studies, investigations
- 14 Theory (wage)

For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.





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INDIAN HISTORICAL SURVEY

PRELIMINARY



INVENTORIES

Number 130

RECORDS OF THE BUREAU OF INSULAR AFFAIRS

Compiled by Richard S. Maxwell

THE LIBRARY OF THE  
NOV 13 1962  
UNIVERSITY OF MICHIGAN

The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1960





PRELIMINARY INVENTORY OF THE RECORDS OF THE  
BUREAU OF INSULAR AFFAIRS

(Record Group 350)

Compiled by Richard S. Maxwell



The National Archives  
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## FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in some 300 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 10,000 rolls of this microfilm, many of which are described in the List of National Archives Microfilm Publications (1953), are now available for purchase.





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## INTRODUCTION

Upon the acquisition of the territory ceded to the United States by Spain as a result of the Spanish-American War the necessity arose for the creation of an agency of the Federal Government especially equipped to administer the civil affairs of the new possessions. For this purpose there was established in the Office of the Secretary of War on December 13, 1898, a Division of Customs and Insular Affairs, which was charged with "all matters pertaining to the customs of the Islands of Puerto Rico, Cuba, and the Philippines, and all civil affairs relating to those islands as distinguished from matters of a military character connected with the Government of the islands." A War Department order dated December 10, 1900, changed the name of the Division of Customs and Insular Affairs to the Division of Insular Affairs and provided that it should be responsible for administering the customs and civil affairs of Cuba and the Philippine Islands. Section 87 of an act of Congress, approved July 1, 1902 (32 Stat. 712), continued the Division, giving it legal status as the Bureau of Insular Affairs reporting to the Secretary of War.

The Bureau of Insular Affairs was the repository of all records relating to the civil government of Cuba and the Philippines that did not remain in the islands. These records contain interpretations of the purpose and intent of orders, laws, and rulings, and document the determinations by the Secretary of War of civil questions that arose in the government of the islands. The Bureau prepared and submitted to the Secretary of War such information regarding the islands as Congress required. It transmitted the Secretary's instructions and orders to the insular governments and handled their correspondence with him and through him to the other departments of the Government, including the State Department when communication with foreign nations was necessary. The Bureau was the center of information regarding the islands, and it compiled information and data to supply the demand for knowledge about them. It distributed thousands of printed documents and answered many inquiries, ranging from applications for positions to questions on land titles, Chinese immigration, and customs regulations. It furnished commercial interests in the United States with information on trade statistics, tariffs, customs duties, and laws of the islands. The Bureau kept the accounts of all receipts and disbursements of insular revenues, based on auditors' certificates which were segregated, classified, and tabulated so that an accounting could be readily made of the Government's financial stewardship. The Bureau was charged with the preparation of tariffs for Cuba and the Philippines, as well as with editing customs regulations and preparing accounting regulations.

The supervision of the civil government of the Philippine Islands was the only function exercised continuously by the Bureau of Insular Affairs during its 41 years of existence. Its other functions included



supervision of the civil affairs of the government of Puerto Rico, 1898-1900 and 1909-34; the civil affairs of the Military Government of Cuba, 1898-1902, and the Provisional Government of Cuba, 1906-9; the Dominican Customs Receivership, 1905-39; and the Haitian Customs Receivership, 1920-24. It also had certain duties relative to the Panama Canal, March-May 1904 and January-April 1905.

From time to time it was proposed that the Bureau be designated as a central office to administer the affairs of all the noncontiguous territory of the United States, and the Bureau's organization was shaped in anticipation of this eventuality. In fact, it acted to some extent as a central clearinghouse for information relating to all the Territories and insular possessions, including the Philippine Islands, Puerto Rico, the Panama Canal, Hawaii, Alaska, Guam, Samoa, and the Virgin Islands. Hope for the creation in the War Department of an office similar to a central office of colonial administration, such as existed in the governments of European colonial powers, however, was never completely realized. On July 1, 1939, under the authority of Reorganization Plan II, approved June 7, 1939, the remaining functions of the Bureau were transferred to the Department of the Interior and consolidated with those of the Division of Territories and Island Possessions. This Division, in accordance with Department of the Interior Order 2577, has been known since July 28, 1950, as the Office of Territories.

#### Areas Administered by the Bureau

##### Philippine Islands

A large part of the Bureau records concern the Philippine Islands, not only because they represented its one continuous responsibility but because they were a large island group with many and complex problems against an Asiatic background. The administrative powers of the Bureau of Insular Affairs in connection with the Philippine Islands were never clearly defined, but they were primarily to gather information, to advise, and to formulate and recommend policies to the Secretary of War rather than to execute them. The Bureau was responsible for purchasing and shipping supplies for the Philippines; it made appointments of persons in the United States to the Philippine Civil Service; it gathered statistics on insular imports and exports, shipping, and immigration; it disbursed all Philippine funds in the United States, handled matters relative to the sale of Philippine bonds, reviewed the receipts and expenditures of the Philippine Government, and had custody of the securities given by banks in the United States named as depositories of Philippine funds; and it had control over the appointment of Philippine government students to colleges and universities in the United States. In brief, the Bureau looked after Philippine interests in the United States and represented the islands before the executive departments, the Congress, and the American public. Incident to these activities it made



exhaustive studies of questions relating to financial matters, tariffs, navigation, land laws, commerce, industry, customs, and education.

These functions of the Bureau continued until November 15, 1935, when, in accordance with the Tydings-McDuffie Act of March 24, 1934 (48 Stat. 456), the Philippine Islands became a Commonwealth. The act provided that the Philippines should achieve complete independence within 10 years, and that in the interim a United States High Commissioner should represent United States interests in the Philippines. Frank Murphy, the incumbent Governor General of the Philippines, was appointed the first High Commissioner, taking office when the Philippine Commonwealth was proclaimed. The duties of the High Commissioner included responsibility for issuing, amending, renewing, and extending passports in the Philippines; registering aliens desiring to enter the country; acting as the United States Sugar Authority in the islands; and performing certain functions in alien deportation matters. The President of the United States was to assign other responsibilities and duties as the need arose. The Bureau's responsibilities relating to the Philippines lessened after the islands attained Commonwealth status, and, on July 1, 1939, its remaining responsibilities were transferred to the Division of Territories and Island Possessions, where they remained until the Philippines acquired their independence in 1946.

### Puerto Rico

Next in quantity are the records relating to Puerto Rico. The jurisdiction that the War Department exercised over the civil affairs of that island from its occupation in 1898 was ended by an act of April 12, 1900 (31 Stat. 77), which provided for a Territorial form of government. This act required the Governor to report to the Department of State and provided that subordinate officials should report through the Governor as follows: the Treasurer and the Auditor to the Department of the Treasury; the Attorney General to the Department of Justice; and the Commissioner of Education and the Commissioner of the Interior to the Department of the Interior. By an act of July 15, 1909 (36 Stat. 11), this divided control was discontinued, and the Bureau of Insular Affairs was once more made responsible for the administration of all civil affairs in Puerto Rico.

Specifically, the Bureau was charged with the supervision and review of all matters under the jurisdiction of the War Department pertaining to civil government in Puerto Rico. During the periods 1898-1900 and 1909-34 the Bureau was the point of contact for all civil transactions between the insular and Federal governments, and it acted as a clearing office for all correspondence as well as a repository and source of data on Puerto Rican matters. The Bureau gave advice and assistance to Congress and to Puerto Rico's Delegate in Congress in connection with the consideration of legislation affecting the island. It



rendered similar assistance to the executive departments, independent agencies, and the general public in connection with the island, and it arranged for presentation before United States courts of all cases in which Puerto Rico was concerned. It followed closely the trend of Puerto Rican affairs and made studies of questions of policy and other subjects such as finance (including bonded indebtedness), tariffs, navigation, and public laws. It also studied commercial and industrial relations between the island and the United States and compiled data to serve as the basis for decisions of the Secretary of War and the President. The Bureau purchased and shipped supplies for the Puerto Rican Government, having general supervision over the New York office of the Purchasing Agent for the Puerto Rican Government. The Bureau's supervision of fiscal affairs in Puerto Rico included the control of the issue, sale, redemption, and cancellation of Puerto Rican bonds; the appointment of depositories for Puerto Rican funds in the United States and elsewhere; the custodianship of collateral securities of depositories; the handling of claims for damages, losses, and shortages in shipments to Puerto Rico; and the assembling of financial data of all kinds relative to the island.

One very important function of the Bureau of Insular affairs in regard to Puerto Rico was the selection and appointment of persons residing in the United States to positions in Puerto Rico. This service was performed at the request of the Puerto Rican Government. The Bureau arranged for the transportation of such appointees to Puerto Rico and handled details incident to their travel, such as internal revenue clearances and the obtaining of passports.

The Bureau continued to have these responsibilities for Puerto Rico until, by Executive Order 6726 of May 29, 1934 (effective not less than 60 days later), all the Bureau's functions and records relating to that island were transferred to the Department of the Interior and were assigned to the Division of Territories and Island Possessions.

## Cuba

The treaty of peace between the United States and Spain, signed at Paris on December 10, 1898, provided that Spain would relinquish all claim of sovereignty over and title to Cuba. On January 1, 1899, the Spanish evacuated Cuba, and the government of the island passed into the hands of a military governor as the representative of the United States. Military government continued until May 20, 1902, when the first President, T. Estrada Palma, was inaugurated under the republican constitution that had been adopted. On this date the Military Governor, Gen. Leonard Wood, formally transferred the government to the newly elected President.

When insurrection broke out in Cuba in 1906, President Palma appealed to the United States to intervene for the purpose of maintaining



order as provided by the "Platt Amendment," which had been incorporated into the Cuban constitution. On September 29, 1906, Secretary of War Taft, who had gone to Cuba as mediator between the Palma government and the insurrectionists, issued a proclamation establishing, in the name of the President of the United States, a provisional government, with himself as Provisional Governor. On October 13, 1906, Charles E. Magoon became Provisional Governor; and, by President Theodore Roosevelt's Executive order of October 23, 1906, the Bureau of Insular Affairs was put in charge of all matters in the United States as they related to the "temporary administration of the government of the Republic of Cuba."

The difficulties in Cuba had arisen out of the dissatisfaction of the Liberal Party with the reelection of President Palma in 1906. Under the United States Provisional Government a new electoral census was taken, a new election law was promulgated, and provincial, municipal, and presidential elections were held. On January 28, 1909, Gen. José Miguel Gomez was inaugurated as President of Cuba, and on the same day Provisional Governor Magoon relinquished his post in accordance with instructions from the President of the United States.

Although the administrative powers of the Bureau of Insular Affairs with respect to Cuba and the other islands acquired from Spain were never clearly defined, it may be said, in general, that the Bureau interpreted the purpose and intent of orders, laws, and rulings and furnished data required by the Secretary of War for determining civil questions that arose in the government of the islands. From its beginning the Bureau undertook to assemble data that would be of value to the United States Government in connection with certain classes of claims that arose in Cuba and also such data as would be necessary in the proper conduct of our relations with the future Republic of Cuba. From its records the Bureau prepared and submitted to the Secretary of War information relative to Cuba that was needed by the President and Congress; and it transmitted to the Military Governor, and later to the Provisional Governor, the Secretary's instructions and orders. Matters referred to the Bureau that involved questions of law often required extended research, and the carefully considered opinions of its law officer received high praise. The Bureau also acted for the Military Government and the Provisional Government in procuring and transporting personnel, supplies, and equipment.

Important specific services rendered by the Bureau of Insular Affairs during the period of the United States Military Government of Cuba included supervising the constitutional convention, helping to formulate the electoral law, preparing a detailed report of all receipts and expenditures in Cuba for a certain period, collecting evidence of defalcations in the Department of Posts of Cuba, revising the administration of the customs service of Cuba, revising the Cuban tariff, and rendering assistance to the Spanish Treaty Claims Commission. The Bureau also translated a number of volumes from the Spanish, including the Diario de Sesiones of the Cuban constitutional convention.



After the Military Government was discontinued on May 20, 1902, the winding up of its affairs was managed from Washington by an agency known as the Late Military Government of Cuba. The Bureau of Insular Affairs cooperated with the Late Military Government in bringing the latter's business to a close, and by May 1903 all records of the Military Government that had been shipped from Havana were deposited with the Bureau. Thereafter the Bureau acted as an archival agency with respect to the records of the Military Government, searching the records and making reports in response to specific inquiries (see Bureau of Insular Affairs files 2990 and 12037).

The Bureau of Insular Affairs also continued to assemble data relative to Cuban affairs and was therefore in a position to assist the Provisional Government when it was established in 1906. When the Provisional Government came to an end, the Bureau continued to regard itself as a potential agency for possible future administration of Cuban civil affairs. As this possibility became more and more remote, the practice of keeping the files on Cuba up to date was discontinued. The records of the United States Provisional Government of Cuba, 1906-9, were left in Havana, except for a comparatively small amount of confidential correspondence and other papers of the Provisional Governor.

#### Panama Canal

Records concerning the Isthmus of Panama that were kept in the War Department were turned over to the Bureau of Insular Affairs on March 1, 1904, and were maintained there until May 13, 1904, when they were placed in the Assistant Secretary's Office. They were returned to the Bureau on January 17, 1905, where they remained until April 21, 1905, when the reorganization of the Canal Commission was completed and all records and functions were transferred to the administrative office of the Panama Canal Commission. The Bureau aided in effecting the organization of the Panama Canal Commission and sent several trained employees to assist with the work of the office in 1905.

#### Dominican Republic

Early in the 20th century the United States, in order to avert threatened intervention by foreign creditors of the Dominican Republic, entered into a series of discussions with that country. Provisions of a convention were drawn up whereby the United States would take over the collection and administration of the Dominican Republic's customs duties for the purpose of adjusting recognized foreign claims. This convention was signed on February 7, 1905, but was not ratified by the United States. A modus vivendi embodying the provisions of the February 7 convention was proclaimed by the President of the Dominican Republic on March 31, 1905, effective April 1, 1905. A receivership was established in accordance with the terms of the modus vivendi. The



President of the United States, in a letter dated March 28, 1905, directed the Secretary of War to present for nomination by the President of the Dominican Republic the names of men qualified for appointment as principal and assistant collectors. General regulations for the Receivership were established by the American-Dominican Convention concluded on February 8, 1907 (ratifications were exchanged at Washington on July 8, 1907), which granted the United States the right to collect Dominican customs duties until all indebtedness was paid off.

Since the affairs of the Receivership had been supervised from the beginning by the Bureau of Insular Affairs, the President, by an Executive order issued July 25, 1907, authorized the continuance of the Bureau's supervisory function by directing that the accounts of the General Receiver be rendered "to the Contaduría General of the Dominican Republic, and to the State Department of the United States, and referred for examination and verification to the Bureau of Insular Affairs, which shall have immediate supervision and control of the Receivership, pursuant and subject to such directions in regard thereto as shall be received from the President directly or through the Secretary of State."

After 1924 the Receivership operated under regulations prescribed by the American-Dominican Convention of that year. The Bureau of Insular Affairs continued to exercise immediate supervision and control until July 1, 1939, when this responsibility was transferred to the Division of Territories and Island Possessions. On June 30, 1940, by section 1 of Reorganization Plan IV, these responsibilities for the Receivership were transferred from the Division of Territories and Island Possessions to the Department of State. On September 7 of the same year the Department of State announced an agreement whereby the United States relinquished its control of the Dominican customs and withdrew its agents from the Dominican Republic. The Trujillo-Hull Treaty, by virtue of which the control of the customs receipts passed into Dominican hands, was signed at Washington on September 24, 1940, and ratifications of it were exchanged on March 10, 1941.

The designation of the Bureau of Insular Affairs as the agency to have "immediate supervision and control" of the Dominican Customs Receivership was a consequence of its successful experience in administering the customs services of Cuba, Puerto Rico, and the Philippine Islands. As early as 1905, when the Receivership was first established on a modus vivendi basis, the Bureau procured trained men, including the Comptroller and General Receiver, without delay. Some of the men were selected from the personnel of the Bureau and others from the Philippine customs service or from among men who had rendered similar service in Cuba or the Philippines. As an example of the type of service rendered the Receivership by the Bureau, the duties of one of the clerks required him to go to Monte Cristy, organize the customs service there, make a trip along the unknown Haitian frontier, learn the country, establish a customs guard, and enforce the customs service regulations along this wild frontier.



The administrative control of the Dominican Customs Receivership by the Bureau of Insular Affairs embraced the examination of the Receivership reports and accounts, including an annual inspection of the accounts and records of the Receivership made on the ground by a representative of the Bureau. The Bureau's control also extended to the assembling and dissemination of statistics and other information, the purchase of supplies for the Receivership, the appointment of Receivership employees, and the transportation of supplies and equipment. The Bureau was expected, for example, to be able to fill a request for extensive data relating to the governmental organization of the Dominican Republic for the use of the Dawes Mission in studying the finances of the country.

### Haitian Customs Receivership

In a letter dated September 21, 1920, the Secretary of State requested the Secretary of War to have the Bureau of Insular Affairs undertake the immediate supervision and control of the Haitian Customs Receivership and the auditing of its accounts on behalf of the United States. This was to be done under Article VII of the treaty between the United States and Haiti, signed on September 16, 1915. The Bureau maintained supervision of Haitian customs matters until the Secretary of State advised the Secretary of War, in a letter of July 3, 1924, that a Comptroller had been appointed to supervise accounts of the Receiver General and the Financial Adviser and that it was no longer necessary for the Bureau to concern itself with Haitian customs.

### Internal Organization of the Bureau

When the Bureau of Insular Affairs was created in 1902 its activities and functions were to be performed by branches as follows:

Correspondence Branch, which received and answered written communications and conducted general correspondence; did research in the records; prepared memoranda; and framed orders, circulars, and regulations for the Secretary of War.

Records Branch, which recorded all papers, documents, and books that pertained to the affairs of the Bureau and distributed printed circulars, orders, documents, reports, and publications concerning the island possessions.

Law Officer, who investigated legal aspects of the administration of civil affairs in the islands under jurisdiction of the War Department. He reported by verbal or written reports to the Secretary of War.

Accounts Branch, which examined and checked all accounts of insular revenues and expenditures in Cuba and the Philippine Islands, made



a permanent record thereof, and exercised supervisory control over the accounting systems of the islands.

Statistics Branch, which recorded, compiled, and published full statistics on insular commerce, shipping, and immigration.

Translations Branch, which was responsible for translating, into English, Spanish laws, decrees, communications, and other papers; and for translating, into Spanish, such official publications and documents as were needed for use in the islands.

Compilation Branch, which collected and compiled data that was to be published.

Personnel Branch, which was responsible for hiring employees for the Bureau.

Insurgent Records Branch, added about 1903, which was responsible for translating and compiling activities on the captured Insurgent records from the Philippine Islands.

#### Organization of Bureau Records

The correspondence and reports of the Bureau of Insular Affairs consist chiefly of three major series, namely, (1) the general classified files, (2) the customs files, and (3) the Dominican Customs Receivership files. All three series are filed in accordance with the arbitrary numerical scheme adopted generally in the War Department in the early 1890's. Although this scheme was abandoned in the rest of the War Department about 1914, it was continued in the Bureau of Insular Affairs without any marked modification to 1939. In each series, the first item filed was numbered "1," the next "2," and so on. In instances where a communication or record referred to a subject, firm, or individual already assigned a number, that communication was added as an enclosure to the file to which it pertained and was assigned an enclosure number, such as "1-1" or "1-59," indicating enclosure 1 or enclosure 59 of file number 1. Whenever it became necessary to file supplementary material with an enclosure, such supplementary material was given a "with" designation, such as "With 1641-35," indicating that the item concerned is supplementary to enclosure 35 of file 1641. (It is significant to note that whereas customary usage would identify an item placed in the same category with another item as a "with" item and a supplementary item as an "enclosure," the Bureau of Insular Affairs ascribed opposite meanings to these words.) Occasionally the word "after" is used instead of the word "with."

Before 1914 the Bureau of Insular Affairs maintained folded files, storing the folded correspondence and reports in narrow, patented Woodruff files, then omnipresent in Government file rooms. When flat filing



was adopted in 1914 each numbered file was kept fastened in folders. All numbers except those for file headings abandoned before 1914 were carried over into the flat files, where enclosures later than 1914 will be found. In the folded files the "with" items were folded within the enclosures to which they pertained. In the flat files, however, the "with" documents are fastened together and filed separately after the file to which they pertain.

One other peculiarity of the flat-filing system is the inclusion of certain "only" and "after" items. "Only" designates an enclosure that is for special reasons not filed in its proper place in the numerical sequence. For example, if it is desired that Enclosure 1630-43 be kept apart from other enclosures in the 1630 file, that enclosure is marked "1630-43 only" and is filed separately from the other parts of the 1630 file. Items marked "after" sometimes follow the "with" and "only" items. Occasionally there is a combination of these terms, such as "With 1268-98 only," "After 26,981-10 with," or even "After 6281-106 only with."

The foregoing remarks are applicable to the three series of classified correspondence, that is the general classified files, the customs files, and the Dominican Customs Receivership files. The general classified files include correspondence and reports on all phases of the activities of the Bureau except those relating specifically to customs and to the Dominican Customs Receivership. Correspondence and other records relating to customs matters in areas other than the Dominican Republic were kept separate, and a separate series of numbers, preceded by the letter "C," was used to designate them. Customs matters were entered on separate record cards although only one index was maintained by the Bureau. (For an explanation of the record cards and index, see entries 2 and 3.) References to the "C" files are given in the index, for example, "Textiles, duty on, C-1094."

Correspondence and other records of the Bureau of Insular Affairs relating to the administration of the Dominican Customs Receivership, 1905-39, were maintained apart from the other correspondence files as a third, or "SD" (for Santo Domingo), series. This "SD" series was established in 1905 when the Receivership began, and it was continued throughout the Bureau's existence. It should be noted, however, that no new subjects were assigned to the series after 1911. Although some additional material was added to the "SD" files by the Division of Territories and Island Possessions after it had absorbed the Bureau of Insular Affairs, the whole series is now complete in the National Archives. Separate record cards were maintained, with the preface "SD" before the number. References to the record cards and the records relating to the Dominican Customs Receivership are given in the index, for example, "Engineers, SD-156." An important point in connection with the location of particular documents in the "SD" series is that,



beginning on August 3, 1907, all official communications sent from the Dominican Customs Receivership to the Bureau of Insular Affairs were given, at the time of preparation, a "BIA" serial number, such as "BIA-66." This procedure enabled the General Receiver, in a cablegram or other message, to refer briefly to a communication simply by mentioning the serial number. The Bureau, of necessity, maintained a list of these serial numbers, showing the Bureau file number assigned to each communication. This list, which is available to users of the records, is a valuable finding aid.

Before 1914 the Bureau of Insular Affairs maintained records relating to persons in the three series mentioned above. When the flat files were adopted in 1914 a series of personal name information files was established, in which correspondence and reports relating to individual persons were filed alphabetically by their last name. Files on persons are located through the index, which gives the number of the numerical file before 1914 and the designation "P" after that date.

When all functions and records of the Bureau of Insular Affairs were transferred to the Division of Territories and Island Possessions in 1939, that Division continued to use and to add file notations and records to the general classified files, the index, and the record cards. For that reason certain of the numbered files of the Bureau of Insular Affairs extend beyond 1939, in some instances as late as 1945.

The records described in this inventory comprise all existing records of Record Group 350, Records of the Bureau of Insular Affairs. They amount to 1,632 cubic feet, including 26 feet of photographs and 1 foot of maps, and date from 1898 to 1939, with some later records.

The National Archives in 1942 and 1943 published four Special Lists of files selected from the general classified files of the Bureau and the classified files relating to the Dominican Customs Receivership. The lists were compiled by Kenneth Munden (with Milton Greenbaum as coauthor of the Dominican Customs Receivership list). They pertain to the Philippine Islands, 1898-1935; the United States Military Government of Cuba, 1898-1902, and the United States Provisional Government of Cuba, 1906-9; Puerto Rico, 1898-1934; and the Dominican Customs Receivership, 1905-40.

Two published works containing important information on the Bureau of Insular Affairs and its activities are Julius W. Pratt, America's Colonial Experiment, New York, 1950; and Earl S. Pomeroy, "The American Colonial Office," in Mississippi Valley Historical Review, 30:521-532 (Mar. 1944).

#### Related Records

There are other closely related records in the National Archives on geographical areas that were administered by the Bureau of Insular



Affairs. The records of the Office of Territories, including the former Division of Territories and Island Possessions (Record Group 126), contain correspondence and reports of a similar nature on Puerto Rico and the Philippine Islands, after responsibility for them was transferred to that agency. The records of the Office of Territories include, as a subgroup, records of the Puerto Rico Hurricane Relief Loan Section, 1929-37, relating to the making of emergency grants and loans in that island. They include, as another subgroup, the records of the United States High Commissioner to the Philippine Islands, 1935-46, relating to the administration of the Philippines between the establishment of the Commonwealth in 1935 and independence in 1946.

In the National Archives also are records of the Office of the Secretary of the Interior (Record Group 48), with many subject classifications in the central classified correspondence files, 1907-36, relating to island possessions. Other important records are those of the Military Government of Cuba (Record Group 140), 1898-1903, documenting the civil administration of Cuba, and the records of the Provisional Government of Cuba (Record Group 199), 1906-9, relating to the intervention of the United States for the purpose of maintaining order in the face of an insurrection. Records of the Dominican Customs Receivership (Record Group 139) relate to the administration of the Receivership of the Dominican customs as a measure in the adjustment of the foreign and domestic debt of the Dominican Republic to avert threatened intervention by other foreign powers.

The War Department records that are now in the National Archives also include many important bodies of records concerning activities in the island possessions. The records of the Office of the Secretary of War (Record Group 107) include records relating to policy and general administration of the military units in the island possessions, correspondence received and sent concerning representatives there, civilian personnel records, and records of the Planning Branch. Records of United States Army Commands (Record Group 98) include records on territorial commands in Cuba, the Philippine Islands, and Puerto Rico, 1898-1901; records of the American Expeditionary Forces, 1917-21 (Record Group 120), contain documentation on medical organizations in the Philippine Islands, Puerto Rico, and Hawaii; records of the Office of The Judge Advocate General (Army) (Record Group 153) include the records of the Insular Affairs Section, 1915-39, which concern legal matters arising from the administration of the insular possessions; records of The Adjutant General's Office (Record Group 94) include files on military units in Puerto Rico, Cuba, and the Philippines; records of the Office of the Chief of Engineers (Record Group 77) document activities of the District Engineer Office in Puerto Rico; records of the Office of The Inspector General (Record Group 159) include the files of the Inspector General Department, Philippine Division, 1899-1912; the records of the Office of the Commissary General of Subsistence (Record Group 192) document rations issued to Philippine Scouts, 1900-



1911; records of the United States Marine Corps (Record Group 127) relate to Marine Corps activities in the Dominican Republic, in the Philippine Islands, 1900-1904, in Haiti, 1915-34, and in the second Cuban occupation, 1906-9; and records of the Military Governor of Santo Domingo (in Record Group 38, Records of the Office of the Chief of Naval Operations) pertain to the occupation of the Dominican Republic and its administration by naval and marine officers, 1916-24.

Other significant related records in the National Archives include, in records of the Office of Alien Property Custodian (Record Group 131), records of the Division of Insular Possessions relating to aliens and their property, 1917-21; in records of the United States Coast Guard (Record Group 26), lighthouse records for Puerto Rico, 1838-97; and in records of the Department of Justice (Record Group 60), files accumulated by the Assistant Attorney General in adjudicating 542 Spanish treaty claims cases in 1901. The case files themselves are to be found in the claims series of the Department of State (Record Group 76). Other pertinent records of the Department of Justice (Record Group 60) include the records of the Insular and Territorial Affairs Bureau, 1902-6, which had charge of departmental business relating to insular and territorial possessions, the Isle of Pines, the Isthmus of Panama, ocean cables, and other subjects. The records of the Bureau of the Mint (Record Group 104) include documentation on coinage in Puerto Rico and the Philippines; records of the Post Office Department (Record Group 28) include information on the postal service in Puerto Rico, 1899-1900, and the Philippines, 1900-1901; the records of the Bureau of the Census (Record Group 29) contain schedules of a census of population and a census of agriculture in Puerto Rico, 1935; records of the National Recovery Administration (Record Group 9) document that Administration's activities in Puerto Rico; and records of the Office of Experiment Stations (Record Group 164) of the Department of Agriculture contain materials concerning the Experiment Station in Puerto Rico, 1900-1932. Mention should also be made of the records of the United States Senate (Record Group 46), which include the records of the Territories and Insular Affairs Committee, 1933-40, and of the records of the United States House of Representatives (Record Group 233), which include the records of the Committee on Territories, 1825-1947, and its successor committees, the Committee on Public Lands, 1805-1951, and the Committee on Interior and Insular Affairs, 1951-. Records of the President's Commission for the Study and Review of Conditions in the Republic of Haiti, 1930, are in Record Group 220.

The entries for the cartographic records are based on descriptions of the records prepared by Charlotte M. Ashby.





# RECORDS OF THE BUREAU OF INSULAR AFFAIRS

## GENERAL SERIES OF RECORDS RELATING TO MORE THAN ONE ISLAND POSSESSION

INDEX TO THE GENERAL CLASSIFIED FILES. 1898-1945. 31 ft. 1

Cards arranged alphabetically by name of person, firm, organization, or company, or by function or subject. They serve as an index to the files described in entries 5, 6, 8, and 10. They also index the record cards for these files, which provide a chronological record and an abstract of the correspondence and are described in entries 2, 7, and 9. The index cards to the general classified files relating to Puerto Rico (see entry 3) were removed from this general index in 1934 when the Bureau's records and functions relating to Puerto Rico were transferred to the Division of Territories and Island Possessions. When the Bureau of Insular Affairs was abolished, effective July 1, 1939, the rest of the index was inherited by the Division of Territories and Island Possessions, which continued to use the index and to add cards to it as late as 1945.

RECORD CARDS FOR THE GENERAL CLASSIFIED FILES. 1898-1945. 47 ft. 2

For each numbered file of the series described in entries 5 and 6 (except the files relating to Puerto Rico) there is an abstract card showing the subject contents of the file. On each card the order of entries is chronological, beginning with the "base" communication to which the file number had been assigned. Succeeding entries are either abstracts of the "enclosures" added to the file, in which case they are so marked, or "notes" making reference to another file, a verbal conference, a published work, or other related information. These cards are arranged by numbers assigned to the files to which the cards relate, from 1 to 28966. There are gaps where the record cards relating to Puerto Rico have been removed. An index to these record cards is described in entry 1.

INDEX TO THE GENERAL CLASSIFIED FILES RELATING TO PUERTO RICO. 1898-1939. 3 ft. 3

Cards that were removed from the Bureau's index to the general classified files, described in entry 1. They serve as an index to the records relating to Puerto Rico in the general classified files (see entry 5) and in the confidential file (see entry 6) and also to the record cards described in entry 4. Arranged alphabetically by name of person, firm, organization, or company, or by function or subject.

RECORD CARDS FOR THE GENERAL CLASSIFIED FILES RELATING TO PUERTO RICO. 1898-1939. 6 ft. 4

Record cards that were removed from the series of record cards described in entry 2. They contain the same kind of information as those cards. Arranged numerically, from 7 to 28845. The index described in entry 3 serves as an index to these cards.



GENERAL CLASSIFIED FILES. 1898-1945. 527 ft.

5

Letters received, copies of letters sent, memoranda, reports, statistics, compilations, maps, charts, photographs, and other records relating to the civil affairs of the governments of Puerto Rico, 1898-1900 and 1909-34, and the Philippine Islands, 1898-1945, of the Military Government of Cuba, 1898-1902, and of the Provisional Government of Cuba, 1906-9; to the Dominican Customs Receivership, 1905-39; to the Haitian Customs Receivership, 1920-24; to the Virgin Islands, 1917-34; and to certain duties relative to the Panama Canal, March-May 1904 and January-April 1905. Many of the files include a separate collection of press clippings following immediately after the regular file and usually lettered "A." Arranged numerically from 1 to 28966, according to the system described in the introduction. The indexes to this file are described in entries 1 and 3, and the record cards for it are described in entries 2 and 4. Separate files kept for records on certain subjects are described in entries 6, 8, and 10.

CONFIDENTIAL FILE. 1914-35. 6 ft.

6

During the late years of the Bureau's existence a policy was adopted whereby certain records not formerly considered secret were assigned to a special confidential "B" file. This file comprises in a single sequence all papers of a confidential nature, covering numbers SD-172 to 28813, and certain individual name folders. An index to this file is described in entry 1, and the record cards for it are described in entry 2.

RECORD CARDS FOR THE CLASSIFIED FILES RELATING TO CUSTOMS MATTERS IN THE ISLAND POSSESSIONS. 1898-1941. 3 ft.

7

Record cards for the records described in entry 8. Arranged by numbers assigned to the records to which the cards relate, from C-1 to C-1649. An index to the cards is described in entry 1.

CLASSIFIED FILES RELATING TO CUSTOMS MATTERS IN THE ISLAND POSSESSIONS. 1898-1941. 47 ft.

8

Letters received and copies of letters sent, memoranda, reports, statistics, bills of health, consular certificates, fiscal reports, monthly reports of the collectors of customs, and other records relating to customs matters in the island possessions of the United States. These files are concerned chiefly with the levying and collection of customs duties and the administration of customs offices in the island possessions. Arranged numerically, from C-1 to C-1649. An index to these files is described in entry 1, and the record cards for them are described in entry 7.

RECORD CARDS FOR THE CLASSIFIED FILES RELATING TO THE DOMINICAN CUSTOMS RECEIVERSHIP. 1905-35. 1 ft. 3 in.

9

Record cards for the records described in entry 10. Arranged by numbers assigned to the records to which the cards relate, from SD-1 to SD-277. An index to the cards is described in entry 1.



CLASSIFIED FILES RELATING TO THE DOMINICAN CUSTOMS RECEIVERSHIP.

1905-35. 16 ft.

10

Letters received and copies of letters sent, reports, memoranda, charts, statistical tables, revenue charts, laws, regulations, and other records pertaining to the organization and administration of the Dominican Customs Receivership and to the collection of customs. Arranged numerically, from SD-1 to SD-277. An index to this file is described in entry 1, and the record cards for it are described in entry 9.

MAP ENCLOSURES TO THE GENERAL CLASSIFIED FILES. 1911-34. 1 in.

55 items.

11

Manuscript and annotated maps of the Philippine Islands and Puerto Rico, which have been removed from the files to which they were "enclosures," but which still bear the numbers of those files. The maps relating to the Philippine Islands include a series of maps annotated to show radio, telephone, and telegraph facilities, their ownership or control, and the areas served, 1931; a map annotated to show the reorganization of the courts of first instance according to Philippine Act No. 2347, about 1914; maps showing roads, trails, and railroads and their condition; a map showing suggested projects for the port of Manila; a corrected forestry map of the islands showing constabulary stations, dispensaries, and hospitals; a map showing a survey of property for the National Guard in the Barrio of Tamba, annotated to show areas to be expropriated and those to be returned; a map showing waterfront lands required for the port reservation at Manila; and a map showing property surveyed for a General Land Registration Office in the Barrio of Sta. Elena, Calambayungan Island. The maps pertaining to Puerto Rico include maps of San Juan showing harbor and other developments, a proposed site for the Munoz Rivera Park, and swamp areas east of the city proposed for reclamation. Arranged by area. An index to the general classified files described in entry 5 also indexes the textual records relating to these maps.

PHOTOGRAPHIC PRINTS: PUERTO RICO, CUBA, PANAMA, AND SANTO DOMINGO.

1901-38. 7 in.

12

300 mounted photographic prints of cities, buildings, people, transportation facilities, vegetation, and other subjects. Arranged by country and thereunder by subject.

LETTERS SENT. 1899-1913. 399 vols. 34 ft.

13

Press copies of letters sent by the Bureau of Insular Affairs to the Secretary of War, other War Department officials, officers and employees of the Bureau of Insular Affairs in the United States and in the island possessions, and other persons relating to the Bureau's administration and coordination of government in the island possessions of the United States. It was the regular practice to file a press copy of a letter sent in the general classified files described in entry 5. The press copies in the volumes bear numbers that identify them with the copies in the classified files. Arranged chronologically. An alphabetical name index of addressees appears in each volume.



ENDORSEMENT BOOKS. 1901-12. 37 vols. 3 ft. 14

Press copies of endorsements on correspondence described in entry 5 and on outgoing letters described in entry 13, together with abstracts of letters and telegrams on which action was taken. Arranged chronologically. The first six volumes include name and subject indexes.

LETTERS SENT RELATING TO THE PANAMA CANAL. 1905. 1 vol. 1 in. 15

Press copies of letters and endorsements sent by the Bureau of Insular Affairs to the Isthmian Canal Commission, the Secretary of War, other officials of the Bureau of Insular Affairs, and private persons relating to the affairs of the Panama Canal. Included are letters regarding appointments to the Isthmian Canal Commission, accounts, dividends, supplies, and equipment. Arranged chronologically. There is an incomplete index in the volume. The Bureau of Insular Affairs had responsibilities in connection with the proposed Panama Canal for short periods in 1904 and 1905, but most of the resulting records, as well as all library volumes relating to Panama and the canal, were transferred to the Panama Canal Company. The general classified files (described in entry 5) include correspondence and reports on the canal as well as information about persons connected with it.

LETTERS SENT BY THE LAW OFFICER OF THE BUREAU OF INSULAR AFFAIRS.

1911-12. 1 vol. 1 in. 16

Press copies of letters sent by Felix Frankfurter, who served as Law Officer from September 18, 1911, to May 31, 1914, to territorial officials, other officials of the War Department, attorneys general, and private individuals regarding legal opinions and questions of law arising in the administration of the Bureau. Arranged chronologically. Letters sent by Mr. Frankfurter after 1912 are filed with the pertinent numerical file in the general classified files described in entry 5.

CORRESPONDENCE OF THE LAW OFFICER OF THE BUREAU OF INSULAR AFFAIRS CONCERNING THE MANILA RAILROAD CO. 1905-11. 2 in. 17

Letters received and copies of letters sent relating to proceedings of bondholders' and directors' meetings, construction certificates, reports and deeds of release of the Manila Railway Co., Ltd., and other matters; included are opinions of the Law Officer. Arranged chronologically and numerically (Nos. 13-302 1/2). Records of the Manila Railroad Co. are described in entries 68, 69, and 70.

LETTERS SENT RELATING TO CONFIDENTIAL INQUIRIES. 1911. 1 vol. 1 in. 18

Press copies of letters sent to superintendents of schools, college presidents and professors, principals, teachers, other officials, and private persons, requesting information on the character and qualifications of applicants for employment with the Bureau. Arranged chronologically.



- LETTERS SENT RELATING TO FISCAL AND ACCOUNTING ACTIVITIES OF THE BUREAU. 1907-11. 1 vol. 1 in. 19  
Press copies of letters and memoranda sent to officials of island possessions, auditors, bookkeepers, accountants, and other persons relating to fiscal and accounting operations, dividend payments, bond interest, and financial functions and activities of the Bureau. Arranged chronologically. There is an incomplete index in the volume.
- CODE TRANSLATION VOLUME. n.d. 1 vol. 1 in. 20  
A press copy of a War Department code translation volume listing numerical codes for words and phrases used in messages sent by the Bureau. Arranged alphabetically by word or phrase and also numerically, from number 84025 through 107349.
- PERSONAL NAME INFORMATION FILE. 1914-45. 193 ft. 21  
Letters received and copies of letters sent, reports, memoranda, endorsements, press clippings, pamphlets, books, articles, and other records relating to certain officials and employees of the Bureau as well as to many important political leaders, legislators, executives, and private citizens. Individual files vary from an insignificant press clipping to as many as three folders of material. There is a separate file of "Press Clippings," filed after the folder of correspondence, for each person having "news interest." The series consists of records relating to four groups: (1) persons in the island possessions or the United States mainland, with the exception of Puerto Rico; (2) persons living in or concerned with Puerto Rico; (3) commissioned officers of the Philippine Constabulary, who were United States citizens or who were appointed from the United States; and (4) pensioners of the Bureau of Insular Affairs. Before 1914 records of this nature were maintained in the regular general classified files described in entry 5 and were filed numerically. When flat files were inaugurated in 1914 this personal name information file was established. Arranged alphabetically by name of person. Although the file is self-indexing, the index described in entry 1 also includes citations to this file.
- RECORDS RELATING TO THE SPANISH TREATY CLAIMS COMMISSION. 1901. 22  
1/4 in.  
Copies of legislation establishing the Spanish Treaty Claims Commission, rules to be followed by U. S. citizens making claims against Spain, and regulations pertaining to practice and procedure before the Commission. Unarranged.
- EXECUTIVE ORDERS RELATING TO ISLAND POSSESSIONS. 1903-32. 6 in. 23  
Copies of Executive orders of the President of the United States relating to the affairs and administration of the island possessions. Arranged roughly in chronological order.



LEGISLATIVE ENACTMENTS OF THE CONGRESS OF THE UNITED STATES RELATING TO ISLAND POSSESSIONS. 1914-32. 2 ft. 24

Copies of bills, resolutions, messages, and documents of the 63d through the 72d Congress, relating to legislation on island possessions. Arranged by Congress, with little arrangement thereunder. This material is incomplete.

NOTES ON SECRETARY OF WAR STIMSON'S TRIP TO THE WEST INDIES AND PANAMA. July-Aug. 1911. 1 in. 25

Miscellaneous letters; narrative accounts of sojourns in Puerto Rico, Cuba, and the Dominican Republic; a memorandum of an interview with the President of the Republic of Panama; memoranda regarding the Panama judicial system; and other records relating to his trip. Unarranged.

RECORDS RELATING TO SUGAR PRODUCTION. 1930-33. 2 in. 26

Copies of statistical tables showing growth and production of sugar in the Philippines, Puerto Rico, and other places; newspaper clippings on consumption or production of sugar; correspondence concerning the Sugar Conference of 1933, with estimates of sugar crops; and some material on legislation, with particular reference to the sugar tariff. Unarranged.

#### SPECIAL SERIES OF RECORDS RELATING TO THE PHILIPPINE ISLANDS

CENSUS OF THE ARCHIPELAGOES OF SPAIN. 1887. 1/4 in. 27

A carbon copy of the part of the population census of Spain, 1887, that relates to the archipelagoes in Asia and Oceania. It lists the inhabitants, by town or village, throughout the area of Spanish influence and domination.

EXECUTIVE ORDERS OF THE GOVERNOR GENERAL OF THE PHILIPPINE ISLANDS. 1925-35. 8 in. 28

Copies, in Spanish, of Executive Orders 1 through 903 (incomplete) of the several Governors General. Arranged numerically.

PROCLAMATIONS OF THE GOVERNOR GENERAL OF THE PHILIPPINE ISLANDS. 1925-35. 2 ft. 29

Copies, in English and Spanish, of Proclamations 1 through 865 of the several Governors General. Arranged numerically.

EXECUTIVE ORDERS OF THE PRESIDENT OF THE COMMONWEALTH OF THE PHILIPPINE ISLANDS. 1935-36. 2 in. 30

Copies, in Spanish, of Executive Orders 1 through 59 of President Manuel Quezon. Arranged numerically.

PROCLAMATIONS OF THE PRESIDENT OF THE COMMONWEALTH OF THE PHILIPPINE ISLANDS. 1935-36. 4 in. 31

Copies, in Spanish, of Proclamations 1 through 151 of President Manuel Quezon. Arranged numerically.



PROCLAMATIONS OF THE PRESIDENT OF THE UNITED STATES CONCERNING THE COMMONWEALTH OF THE PHILIPPINE ISLANDS. 1935. 1/2 in. 32

Copies and drafts of several proclamations issued during 1935, before the establishment of the Commonwealth. Arranged chronologically.

QUOTATIONS FROM SPEECHES AND STATEMENTS BY PRESIDENT McKINLEY REGARDING THE PHILIPPINE ISLANDS. 1900-1904. 1 in. 33

Typewritten quotations from speeches and statements, including material used in political campaigns, party platforms, and newspaper releases. Unarranged.

CORRESPONDENCE OF THE PHILIPPINE (TAFT) COMMISSION. 1900-1906. 2 in. 34

Copies of letters, memoranda, and cablegrams received and sent by the Philippine Commission. Included are copies of congressional legislation relating to the Philippine Islands. The cablegrams are arranged chronologically; the other records are unarranged.

ACTS OF THE UNITED STATES PHILIPPINE COMMISSION. 1900-1907. 3 ft. 35

Certified copies of Acts 1 through 1800. These acts cover all phases of the activities of the United States Government in the Philippine Islands. The certifications on each act are signed by the recorder of the Philippine Commission. Arranged numerically.

ACTS OF THE LEGISLATURE OF THE PHILIPPINE ISLANDS. 1907-35. 5 ft. 36

Certified copies of Acts 1801 through 4274 of the 1st through the 10th Legislature. These acts cover all phases of administration of the insular government of the Philippines. The certifications on each act are signed by the secretary or the assistant secretary to the Governor General. Arranged numerically.

ACTS OF THE LEGISLATURE OF THE PHILIPPINE ISLANDS, IN SPANISH. 1912-35. 3 ft. 37

Certified copies of Acts 2727 through 4242. Arranged numerically. Incomplete.

ACTS OF THE PHILIPPINE NATIONAL ASSEMBLY. 1936-37. 6 in. 38

Certified copies of Acts 20 through 252; copies of Acts 1 through 19 are missing. The certifications attached to the printed copies of the acts are signed by the secretary to the President of the Philippines. Arranged numerically.

ACTS OF THE PHILIPPINE NATIONAL ASSEMBLY, IN SPANISH. 1936-37. 4 in. 39

Copies of Acts 20 through 252; copies of Acts 1 through 19 are missing. Arranged numerically.



JOINT RESOLUTIONS OF THE PHILIPPINE LEGISLATURE. 1920-35. 3 in. 40

Certified copies, in English and Spanish, of various joint resolutions. Incomplete and unarranged.

CONCURRENT RESOLUTIONS OF THE PHILIPPINE LEGISLATURE. 1927-35. 2 in. 41

Printed copies, in English, of various concurrent resolutions. Incomplete and unarranged.

CONCURRENT RESOLUTIONS OF THE PHILIPPINE LEGISLATURE, IN SPANISH. 1918-35. 2 in. 42

Printed copies of various concurrent resolutions. Incomplete and unarranged.

HOUSE AND SENATE BILLS OF THE PHILIPPINE LEGISLATURE. 1928-35. 20 ft. 43

Copies, in English and Spanish, of House and Senate bills for the 8th, 9th, and 10th Legislatures. For the 8th Legislature there are House Bills 1 through 4029 and Senate Bills 1 through 464; for the 9th Legislature, House Bills 1 through 3626 and Senate Bills 1 through 402; and for the 10th Legislature, House Bills 1 through 2353 and Senate Bills 1 through 173. Arranged by Legislature and thereunder chronologically.

"DIARIOS DE SESIONES" OF THE PHILIPPINE LEGISLATURE. 1922-35. 2 ft. 44

The Diarios, some in English and some in Spanish, outline the work accomplished in the Legislature and include a summary of all Senate and House bills, concurrent resolutions, joint resolutions, and committee reports. Proceedings for the 6th, 7th, 8th, and 9th Legislatures are mimeographed and bound. Proceedings for the other Legislatures are in the form of printed leaflets. Arranged by Legislature and thereunder chronologically.

PROPOSED LEGISLATION FOR PHILIPPINE INDEPENDENCE. 1932. 1/2 in. 45

Copies of drafts of legislation, including H. R. 7233 and S. 3377 of the 72d Congress of the United States. Also included is correspondence relating to Philippine independence. Comments and corrections have been made on several drafts by persons not identified in the records. Arranged chronologically.

CUSTOMS ACTS RELATING TO THE PHILIPPINE ISLANDS. 1897-1935. 13 vols. 1 ft. 46

Copies of various United States and Philippine customs acts and regulations pertaining to the collection of customs duties in the Philippine Islands. Unarranged.



GALLEY PROOFS OF MANUSCRIPT "PHILIPPINE INSURRECTION AGAINST THE UNITED STATES." 1906. 2 ft. 47

Two sets of bound galley proofs of a documentary history of the Philippine Insurrection, compiled by Capt. John R. M. Taylor, U. S. Army, including translations of pertinent captured documents of the Philippine Insurrection Government. Each set of proofs has an index to the documents mentioned therein. A third set of proofs was bound into five volumes and was filed in the BIA library. (The library is described in the section of the inventory headed "Library Materials.") In accordance with an act of Congress of July 3, 1957 (71 Stat. 276), the original captured records were returned to the Republic of the Philippines.

RECORDS PERTAINING TO THE TRIAL AND CONVICTION OF GEN. MARIANO NORIEL. 1915-16. 6 in. 48

Letters received and copies of letters sent, attorney's files, appeal documents, newspaper clippings, and pamphlets concerning the trial and execution of General Noriel for murder. He was popularly believed to be the victim of political intrigue. Unarranged. The general classified files (see entry 5) also contain letters and radiograms addressed to President Wilson by Governor General Harrison concerning this case.

"MANIFESTO" OF APOLINARIO MABINI REGARDING AMERICAN OCCUPATION OF THE PHILIPPINES. 1916. 2 in. 49

A typed copy, in English, of a manuscript written by Mabini while in exile on the Island of Guam, where he had been sent because of revolutionary activities. The "Manifesto" concerns the Philippine Insurrection and Mabini's part in it.

REPORTS OF THE PHILIPPINE CONSTABULARY. Aug.-Sept. 1917. 2 in. 50

Carbon copies of confidential reports concerning independence for the Philippines, supplemented by copies of subversive articles appearing in La Vanguardia, La Nación, and other daily newspapers published in Manila. Unarranged.

STATISTICS RELATIVE TO FILIPINO IMMIGRATION INTO THE UNITED STATES. 1910-32. 2 in. 51

Tables and studies, compiled in the Bureau of Insular Affairs in 1932, showing Filipino immigration into the United States and the occupations followed by Filipinos in the States of California, Oregon, and Washington and in the United States as a whole. Unarranged.

DRAFTS OF THE REPORT OF SECRETARY OF WAR PATRICK HURLEY TO THE PRESIDENT RELATIVE TO HIS TRIP TO THE PHILIPPINE ISLANDS. 1931. 2 in. 52

Two drafts of the report and a transmittal letter to the President of the United States regarding the acquisition of the Philippine Archipelago by the United States, the American policy in the Philippines, and the Philippine independence movement. On the envelope containing these documents is the notation "No report submitted to President."



GENERAL ORDERS OF THE PHILIPPINE ARMY HEADQUARTERS. 1938. 2 in. 53  
Mimeographed copies of general orders relating to military affairs such as assignment, reassignment, promotion, reduction, and transfer of military personnel of the Philippine Army. Unarranged.

MAPS OF THE PHILIPPINE ISLANDS PUBLISHED BY THE BUREAU OF INSULAR AFFAIRS. 1902, 1904. 2 items. 54

One map, published in 1902, shows schools, military posts, military telegraph lines and cables, other cables, open and coastwise ports, lighthouses, post offices, boundaries of provincial governments, and Moro and other non-Christian tribes. The other map, published in 1904, differentiates by colors between the Christian provinces and the Moro (Mohammedan) and other non-Christian provinces.

SUBJECT INDEX OF PHOTOGRAPHS OF THE PHILIPPINE ISLANDS. 1898-1935. 3 ft. 55

Approximately 3,400 cards listing the captions of photographs described in entries 56, 57, and 58. Arranged alphabetically by subject.

LIST OF PHOTOGRAPHS OF THE PHILIPPINE ISLANDS. 1898-1935. 9 in. 56

Three looseleaf notebooks (500 p.) listing captions of the photographs described in entries 57, 58, and 59. Arranged by subject classification.

PHOTOGRAPHIC PRINTS: PHILIPPINE ISLANDS. 1898-1935. 20 ft. 57

Approximately 11,300 mounted photographic prints showing ethnologic groups, agriculture, industries, landscapes, buildings, officials, native groups, educational facilities, transportation units, railroads, and other subjects. Arranged by a subject classification.

OVERSIZED PHOTOGRAPHIC PRINTS: PHILIPPINE ISLANDS. 1898-1935. 2 ft. 58

150 prints, made for publicity purposes, of landscapes and other scenes, people, buildings, and other subjects. Unarranged.

PHOTOGRAPHIC NEGATIVES: PHILIPPINE ISLANDS. 1910-35. 6 in. 59

Approximately 250 film negatives corresponding to certain of the photographic prints described in entries 57 and 58.

SUBJECT INDEX OF PHOTOGRAPH ALBUMS OF THE PHILIPPINE ISLANDS. 1898-1935. 1 ft. 60

Cards listing captions of the photographic prints in albums described in entry 61. Arranged alphabetically by subject.

PHOTOGRAPHIC PRINTS (IN ALBUMS): PHILIPPINE ISLANDS. 1898-1935. 1 ft. 61

Eight albums containing 2,000 selected photographic prints of native groups, buildings, landscapes, railroads, animals, plants, and other subjects. Arranged by subject.



LISTS OF LANTERN SLIDES OF THE PHILIPPINE ISLANDS. 1927-44. 1 in. 62  
10 typewritten multipage lists of captions of the lantern slides described in entry 63. Arranged chronologically.

LANTERN SLIDES: PHILIPPINE ISLANDS. 1898-1939. 5 ft. 63  
800 lantern slides showing cities, groups of people, transportation units, scenery, and other subjects. Arranged by subject.

#### Records of the Philippine Exposition Board

This Board was created by Act 514 of the United States Philippine Commission, passed November 11, 1902, for the purpose of collecting and installing a distinctively Philippine exhibit at the Louisiana Purchase Exposition of 1904, held at St. Louis, Mo. The members of the Exposition Board, as originally appointed, were Dr. W. P. Wilson, Dr. Gustavo Niederlein, and Pedro A. Paterno; Dr. Leon M. Guerrero served as secretary. The Philippine Exhibit opened on June 18, 1904, and closed with the other exhibits of the Exposition on December 1, 1904. The Philippine Exposition Board formally adjourned on January 31, 1905. Administrative correspondence and reports of the Board and the Bureau of Insular Affairs concerning the Philippine exhibit are included in the general classified files described in entry 5.

MINUTES OF MEETINGS OF THE BOARD. 1904-5. 2 in. 64  
Copies of minutes of meetings and resolutions regarding activities of the Board, receipts, expenditures, sales, contracts, concessions, exhibits, and other matters concerning the Exposition. Arranged chronologically.

CASHIER'S REPORTS AND CONTRACTS. 1904-5. 4 in. 65  
Reports, correspondence, contracts, and statements maintained by A. T. Raun, cashier of the Philippine Exposition Board, concerning concessions, sales, expenses, expenditures, and accounts of the Board. Arranged chronologically.

CORRESPONDENCE OF THE CASHIER. 1904-5. 6 in. 66  
Letters received from and copies of letters sent to officers of the Bureau of Insular Affairs, the War Department, officers of the Louisiana Purchase Exposition, and private persons regarding accounts, expenses, concessions, checks, sales, and other financial matters. Arranged chronologically.

INSPECTION REPORTS OF DISBURSING OFFICERS. 1904-5. 3 in. 67  
Reports relative to the accountability of all officers handling Philippine funds at the Philippine Exhibit. Included are accounts current, and statements of expenditures and disbursements. Arranged chronologically.



Records of the Manila Railroad Co.

The Manila Railroad Co. was a private corporation which, by Act 1510 of the United States Philippine Commission, passed July 7, 1906, had been granted a concession for a railway line in the Island of Luzon. The company was organized under the laws of the State of New Jersey and was closely affiliated with an English corporation, the Manila Railway Co., Ltd., which held the stocks and bonds of the American company. The Manila Railroad Co. maintained in New York City a New York purchasing agency, an office of the directors, and an executive committee of the railroad. The New York office was chiefly concerned with the purchase of supplies and equipment for the railroad, and its finances and bonded indebtedness. On January 10, 1916, the Governor General of the Philippine Islands proposed that the Government of the Philippine Islands purchase the franchise and the railroad from the private corporation. Purchase was authorized by Act 2574 of the Third Philippine Legislature, 4th session, which was approved February 4, 1916. The Manila Railroad Co. has been operated by the Government of the Philippines since its purchase. The company records described in this inventory were delivered on April 25, 1917, to Paul S. Carter, newly appointed as the New York purchasing agent of the Manila Railroad Co. for the Philippine Government, by E. M. Heberd, outgoing secretary of the Manila Railroad Co. Mr. Carter later transferred them to the Bureau of Insular Affairs. Administrative correspondence and reports, as well as documents of sale and transfer, are in the general classified files of the Bureau of Insular Affairs described in entry 5.

LETTERS RECEIVED BY THE VICE PRESIDENT OF THE MANILA RAILROAD CO.

1907-15. 12 vols. 1 ft.

68

Letters received from the president of the Manila Railroad Co. in Manila, the supervising railway expert, the Governor General of the Philippines, lawyers, attorneys, agents, other officials, and private persons relating to construction, supplies, rolling stock, accounts, audits, receipts, bonds, interest, salaries, employees, and other matters connected with the operation and administration of the railroad. Arranged chronologically and numerically, 1 J.G.M. to 1408 J.G.M. 9.

LETTERS RECEIVED FROM MANILA BY THE SECRETARY OF THE MANILA RAILROAD CO. IN NEW YORK. 1905-17. 21 vols. 2 ft.

69

Letters received from the president of the Manila Railroad Co. in Manila, the general manager, the chief engineer, the marine surveyor, other railroad officials, and private persons concerning the administration and operation of the railroad, accounts, bonds, construction, delays, equipment and supplies, and other matters. Arranged chronologically and numerically, 1 M.R. to 4021 M.R. 17.

LETTERS RECEIVED FROM MANILA BY THE SECRETARY OF THE MANILA RAILROAD CO. IN NEW YORK. 1916-17. 1 vol. 1/2 in.

70

Correspondence similar to that described in entry 69. Included is a



confidential letter regarding the sale of the railroad. Arranged chronologically.

#### SPECIAL SERIES OF RECORDS RELATING TO CUBA

CORRESPONDENCE EXCHANGED BETWEEN GEN. LEONARD WOOD AND THE SECRETARY OF WAR. 1899-1902. 2 in. 71

Copies of letters, cablegrams, and telegrams concerning the administration of affairs in Cuba, 1899-1902, and the instructions and discussions regarding American relations with Cuba, 1901. Arranged roughly in chronological order.

CIVIL, SPECIAL, AND GENERAL ORDERS OF THE DEPARTMENT OF CUBA. 1901-2. 6 in. 72

Copies of the military orders issued by the Department of Cuba, U. S. Army, bound in notebook folders according to the government department to which the individual orders referred. Included are orders issued in 1901 for the Departments of Justice, Agriculture, Commerce and Industry, Customs, Finance, Sanitary, Public Instruction, Quarantine, Contracts, Concessions, and Franchises. Also included are special and general orders issued in 1902. Arranged chronologically within folders. There are indexes in the front or back of several of the folders. Additional military orders of the Department of Cuba were bound into volumes and were filed in the BIA library.

CIRCULARS OF THE HEADQUARTERS OF THE ARMY, ADJUTANT GENERAL'S OFFICE. 1902-3. 1 in. 73

Two notebook folders containing copies of circulars which were used in the office of the Late Military Government of Cuba in Washington. Arranged chronologically within each folder.

DECREES OF THE PROVISIONAL GOVERNMENT OF CUBA. 1906. 1 in. 74

Copies of Decrees 1 through 105, copied for the most part from the Gaceta Oficial of Cuba. Arranged numerically. Decrees 20 through 100 are summarized in the first five documents.

DECREES OF THE PROVISIONAL GOVERNOR OF CUBA. 1909. 1 vol. and unbound papers. 1/2 in. 75

A bound volume of copies of Decrees 1 through 63, which were issued during the second period of American administration of Cuba. There are also loose copies of Decrees 64 through 114 but the set is not complete. Arranged numerically.

CUBAN CUSTOMS STAMPS. 1898-99. 3 in. 76

Unused stamps of various denominations printed for the Cuban tariff. Unarranged.



## SPECIAL SERIES OF RECORDS RELATING TO PUERTO RICO

LAWS, ORDINANCES, DECREES, AND MILITARY ORDERS EFFECTIVE IN PUERTO RICO. 1900-1934. 33 vols. 1 ft. 77

Pamphlets and bound volumes of laws, including Senate Document 1484, 60th Congress, Laws, Ordinances, Decrees and Military Orders Having the Force of Law effective in Puerto Rico, May 1, 1900; school laws, 1907 and 1928; labor laws, 1902-16; tax and revenue laws, 1912-13, 1921, and 1923; corporation laws and regulations, 1909, 1911, and 1916; general laws and regulations, 1912-23; and court decisions and briefs, 1909-34. Unarranged.

LEGISLATION PERTAINING TO PUERTO RICO. 1911-12. 2 in. 78

Copies of printed bills, hearings, laws, messages, and resolutions of the 62d Congress of the United States relating to Puerto Rico. Unarranged.

REPORTS OF THE SUPERINTENDENT OF INSURANCE OF THE DEPARTMENT OF FINANCE OF PUERTO RICO. 1929-32. 3 vols. 1 in. 79

Copies of printed reports submitted annually to the Governor of Puerto Rico. Unarranged.

QUESTIONNAIRES CONCERNING AMERICAN CITIZENSHIP FOR PUERTO RICANS. n.d. 6 in. 80

Printed questionnaires filled in by employees of the Government of Puerto Rico and private citizens, expressing their views on citizenship, the courts, health, suffrage, and other questions. Unarranged.

## SPECIAL SERIES OF RECORDS RELATING TO THE DOMINICAN REPUBLIC

EXECUTIVE ORDERS OF THE MILITARY GOVERNOR OF SANTO DOMINGO. 1919-22. 1 ft. 81

Incomplete file of mimeographed copies of executive orders, some in Spanish and some in English. Arranged numerically.

## RECORDS RELATING TO PERSONNEL MATTERS IN THE BUREAU OF INSULAR AFFAIRS

LIST OF ELIGIBLE APPLICANTS FOR POSITIONS IN THE BUREAU OF INSULAR AFFAIRS. 1907-10. 1 vol. 1 in. 82

A list of applicants for positions as teachers, veterinarians, stenographers, typists, chemists, bookkeepers, tobacco experts, and others. It shows the date of registration, name of applicant, his age, his rating, date of appointment, and disposition of papers. Arranged by title of position and thereunder numerically by applicant's rating.

LISTS OF APPLICANTS FOR POSITIONS WITH THE INSULAR GOVERNMENTS. 1904-17. 3 in. 83

There are separate lists for Puerto Rico, 1901-17, and for the



Dominican Republic, 1914. Notations on the lists show who recommended the applicant for a position and the date of appointment or of refusal of appointment. Arranged by title of position applied for.

#### NEWSPAPER AND MAGAZINE CLIPPINGS AND RELATED RECORDS

SCRAPBOOKS. 1905-17. 21 vols. 6 ft.

84

Two sets of scrapbooks of newspaper and magazine clippings relating to the work of the Bureau of Insular Affairs: (1) clippings of general interest and (2) clippings pertaining to the Philippines. The scrapbooks relating to items of general interest contain numerous articles, news accounts, and editorials on controversial or political subjects of national interest. The pages relating to the political and social activities of President Taft include invitations, programs, and menus. These scrapbooks also contain illustrations, portraits, cartoons, maps, and charts concerning, in particular, insular possessions of the United States and, in general, the economic, political, and sociological progress of the Nation. The scrapbooks relating to the Philippines contain clippings opposing or favoring Philippine independence, clippings of general interest on the Philippines, and clippings concerning Philippine assistance to the United States during World War I. Arranged roughly in chronological order. Several volumes include a subject index.

SUMMARIES OF NEWSPAPER ARTICLES PUBLISHED IN THE DOMINICAN REPUBLIC.

1905-6. 1/2 in.

85

Typewritten summaries of articles from newspapers, including El Indice and the Listin Diario, commenting on reaction to the American-Dominican Convention. They relate to customs collections, American attitudes, and other topics of local interest. Arranged chronologically.

ABSTRACTS OF NEWSPAPER AND MAGAZINE ARTICLES PUBLISHED IN THE PHILIPPINE ISLANDS. 1929-30 and 1932-35. 3 ft.

86

Typewritten abstracts of articles and quotations from magazines and newspapers, including the Manila Times, The Philippine Magazine, La Revolución, the Manila Bulletin, and El Debate. Arranged chronologically.

SUMMARIES OF ARTICLES OF TERRITORIAL INTEREST. 1931-36. 2 ft.

87

Typewritten summaries of articles published in magazines and newspapers in the United States, the Philippine Islands, Puerto Rico, and elsewhere relating chiefly to Philippine and Puerto Rican affairs. There are no articles relating to Puerto Rico after 1934, since in that year the function of administering Puerto Rican affairs was transferred from the Bureau of Insular Affairs of the War Department to the Division of Territories and Island Possessions of the Interior Department. Arranged chronologically.



ABSTRACTS OF NEWSPAPER AND MAGAZINE ARTICLES PUBLISHED IN THE UNITED STATES AND ELSEWHERE RELATIVE TO THE PHILIPPINE ISLANDS. 1933-37. 1 ft. 88

Some of the periodicals represented are La Prensa (New York), the New York Times, the Far Eastern Review (Shanghai), the Washington Star, and the Washington Post. Arranged chronologically.

CHECKLIST OF PERIODICALS RECEIVED BY THE BUREAU OF INSULAR AFFAIRS. 1918-34. 4 in. 89  
Mimeographed forms listing the names of certain periodicals received by the Bureau from Cuba, the Philippines, Puerto Rico, and elsewhere. Arranged chronologically.

### LIBRARY MATERIALS

In order to facilitate the intelligent administration of civil affairs in Cuba, Puerto Rico, the Philippine Islands, and other areas, the Bureau of Insular Affairs, in the early years of its existence, began to accumulate a library consisting for the most part of official documents relating to all the noncontiguous territory of the United States. Reports, hearings, acts, and other relevant printed matter emanating from governmental sources which most bureaus would put into their files, were bound, as they were received, into volumes of convenient size and were placed in the library. The collection did not constitute a library in the accepted sense but was rather an adjunct to the Bureau's general correspondence files. References to certain volumes in the library were often made on the Bureau's record cards, and an elaborate card index of the contents of all the volumes was maintained. As a matter of economy, the Bureau's plan was to bind all small documents and unbound reports into volumes of 900 to 1,200 pages and to put documents and reports on similar subjects in the same volume. Bound volumes of certain manuscript materials received by the Bureau were also retained in and considered a part of the library.

The documents originally assembled in the library date from the 44th Congress of the United States (1875-77). They relate, among other subjects, to the Spanish-American War, the negotiations resulting in the Treaty of Paris, and the Philippine Insurrection against the United States. Additions to this material, made throughout the life of the Bureau of Insular Affairs, constitute a detailed record of the development of the areas in question under the U. S. Government.

The main series of volumes maintained in the library contains documents relating to the Philippines. Among them are the Gaceta de Manila, the official publication of the Spanish Government in the Philippines, complete for the years 1868-98 with minor exceptions, and an incomplete set of the Philippine Constabulary general orders and circulars, and special orders and bulletins, 1903-38. Other publications of interest are the Philippine Journals of Science, 1906-41; the Official Gazette,



Manila, published under the American administration, 1902-32, and its Spanish edition, Gaceta Oficial, 1902-32. The Philippine Islands, Blair and Robertson (55 vols., 1903), is a private publication of copies of early records relating to the Philippines.

Seven other series of volumes were maintained in the library and were designated by letters as follows: A, Cuba; B, Puerto Rico; C, China; D, Miscellaneous; E, Hawaii; F, Panama; and H, Alaska. The National Archives now has in its custody virtually all the extant library materials except those relating to Panama, which were transferred to the Panama Canal Company on February 11, 1938 (see File No. 11808-22 in the general classified files). These volumes--106 volumes and 118 duplicates--were transferred to the Canal Zone Government when the Panama Canal Company was reorganized under an act approved September 26, 1950 (64 Stat. 1038).

Especially important volumes in the seven special series are the following: In the A series, Cuba, are the Gaceta de la Habana, the official publication of the Spanish Government in Cuba, complete for the years 1869-1902, except for the first 6 months of 1874; the Gaceta Oficial de la Republica de Cuba, the official publication succeeding the Gaceta de la Habana, complete for the period 1902-15 with minor omissions; and the Gaceta de Madrid, complete for the period 1862-99, except for July-September 1892 and April-June 1899. In the B series, Puerto Rico, are the Journals of the House of Delegates of Puerto Rico, Third through the Eighth Legislative Assembly, 1905-16. In the D series, Miscellaneous, are copies of the annual reports of the Chief of the Bureau of Insular Affairs of the War Department, 1901-39.

In 1904 a two-volume index to documents collected in the library to that date was prepared, but efforts to obtain a congressional appropriation for its printing were unsuccessful. When, 2 years later, it was again proposed to publish the index, a supplementary volume indexing the documents assembled from 1904 to 1906 was prepared. These three volumes, which were never printed, have been microfilmed by the National Archives (Microfilm Publication No. 24), and positive prints of this film may be purchased. The references in the index are not only to the catalog numbers of the volumes in the library but also to the standard identifying designations of congressional, executive, and insular published documents as well as to the appropriate page numbers in each.

In contrast to the printed materials described above, the library also kept some manuscript materials. They are described below in entries 91, 92, and 93.

INDEXES TO THE LIBRARY. 1898-1935. 5 ft.

90

A card index to volumes in the library pertaining to insular possessions or noncontiguous territory. The references in this index are not



only to the volume by volume number (the number usually stamped in gold on the backstrip of the volume) and page number but also to the identifying designations of the congressional and executive documents, reports, and hearings that are included in the volume. There is also an index to Senate and House documents concerning insular possessions, from the 21st through the 71st Congresses. The index to the volumes is arranged alphabetically; the index to the Senate and House documents is arranged by Congress.

MANUSCRIPT REPORTS OF THE PHILIPPINE COMMISSION. 1900-1915. 108 vols. 36 ft. 91

Chiefly manuscripts of the annual reports of the Philippine Commission, but including reports of the Governors General; Provincial Governors; the Executive Secretary; the Secretary of the Interior; the Secretaries of Commerce and Police, Finance and Justice, and Public Instruction; the Division of Legislative Records and the Division of Archives; the Municipal Board; the City of Manila; the Bureaus of Civil Service, Constabulary, Public Works, Navigation, Posts, Coast and Geodetic Survey, and Labor; and other officials and offices of the Philippine Government. Also included are maps, charts, diagrams, plats, reports, and other records. Arranged chronologically by year, with several volumes for each year, and thereunder by report. These reports were printed in condensed form and were filed in the BIA library.

MANUSCRIPT REPORTS OF THE GOVERNORS GENERAL OF THE PHILIPPINES. 1916-40. 118 vols. 39 ft. 92

Chiefly manuscripts of the annual reports of the Governors General, but including annual reports of the Provincial Governors; the Auditor; the Departments of Mindanao and Sulu; the Justice Department; the Bureaus of Civil Service, Constabulary, Public Instruction, Printing, Prisons, Agriculture, Forestry, Lands, Science, Weather, Public Works, Posts, Labor, and Coast Surveys; the Public Utility Commission; the Library and Museum; and other officials and offices. Included also are charts, maps, plats, diagrams, bulletins, circulars, reports, and other records. Arranged chronologically by year, with several volumes for each year. In the front of some of the volumes there is a table of contents, arranged by page number of report. These reports were printed in condensed form and were filed in the BIA library.

MANUSCRIPT REPORTS OF THE GOVERNORS GENERAL OF PUERTO RICO. 1909-31. 42 vols. 12 ft. 93

Chiefly manuscripts of the annual reports of the Governors General, but including reports of the Secretary, the Treasurer, the Attorney General, and the Auditor; the Bureaus of Education, Health, Charities and Correction, Interior, and Sanitation; and other officials and offices. Included also are diagrams, charts, maps, circulars, bulletins, and other records. Arranged chronologically by year, with one or two volumes for each year. In each of the volumes there is a table of contents, arranged by page number of report. These reports were printed in condensed form and were filed in the BIA library.

For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.





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ILLINOIS HISTORICAL SURVEY

PRELIMINARY



INVENTORIES

Number 131

RECORDS OF INAUGURAL COMMITTEES

Compiled by Hardee Allen

THE LIBRARY OF THE  
NOV 13 1962  
UNIVERSITY OF ILLINOIS

The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1960





PRELIMINARY INVENTORY OF THE RECORDS OF  
INAUGURAL COMMITTEES

(Record Group 274)

Compiled by Hardee Allen



The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1960



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## FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in some 300 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 10,000 rolls of this microfilm, many of which are described in the List of National Archives Microfilm Publications (1953), are now available for purchase.





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## INTRODUCTION

Inaugural committees have customarily staged the events in Washington, D. C., especially the Inaugural Ball and Inaugural Parade, that are traditional public ceremonies in the inauguration of a President and Vice President of the United States. Their activities have been associated with but have not included the basic ceremony of the administration of the oath of office to the President-elect and the Vice President-elect. Before 1901 the Senate, through a special Committee on Arrangements appointed for each inauguration, directed the swearing-in ceremonies. Since 1901 the swearing-in ceremonies, usually taking place at the Capitol, have been directed by a Congressional Joint Committee on Inaugural Ceremonies consisting of three Senators and three Representatives appointed, respectively, by the President of the Senate and the Speaker of the House of Representatives as provided for by concurrent resolutions of Congress. Some liaison has usually been maintained between these congressional committees and inaugural committees.

Contemporary accounts of early inaugurations of Presidents of the United States reveal that various festivities, most of which have become traditional, marked these inaugurations. A fireworks display accompanied the inauguration of George Washington in New York City in 1789. For the inauguration of Thomas Jefferson, the first President to be inaugurated in Washington, D. C., the city was specially illuminated on the night of March 4, 1801.

For early inaugurations the Inaugural Parade was on a small scale. The later parades, however, have grown greatly in size and include both military and civilian units. The custom of having the parade pass before the White House for review by the new President was begun about 1881. Another early inaugural custom was the public reception in the White House, the first of which was held as early as 1809. The latest President's Reception was held in 1949 at the National Gallery of Art; admittance was by invitation only.

Inaugural balls have been a part of presidential inaugurations since Washington's time. Since then there has been a ball for almost every inauguration, and occasionally there have been as many as three or four balls.

Although contemporary accounts contain some description of early inaugural events, little information about the persons or organizations that arranged them is in these accounts, in available records in the Library of Congress and the District of Columbia Public Library, or in the proceedings of Congress. A publication of the 1901 Inaugural Committee, however, includes the statement that "the citizens of Washington have arranged for and provided all the pomp and circumstance that has marked these occasions" (Official Souvenir Program, March 4, 1901).



In the records relating to inaugurations, found in the District of Columbia Public Library or the Library of Congress, the earliest references to persons handling inaugural ceremonies are to "Managers" for the inaugural balls. The records in the Library of Congress include an invitation to one of the inaugural balls of 1841, "the Inaugural Ball at the new Washington Assembly rooms," which lists the "Managers" of the ball. The records in the District of Columbia Public Library include an invitation to the "Union Ball" in 1861, which names J. S. Black, E. M. Stanton, and W. H. Seward among the "Managers" of the ball. An invitation to the Inaugural Reception in 1869, in the District of Columbia Public Library, lists the members of a "General Committee" but does not specify the origin or authority of this committee.

Inaugural events for the inauguration of 1873 were arranged by a committee of citizens of Washington, D. C., which was organized, much like recent inaugural committees, into several special committees. According to a leaflet issued by the 1873 Inaugural Committee--a copy of which is in the District of Columbia Public Library--the Committee's headquarters were at Pennsylvania Avenue and 17th Street. The leaflet states that "the committees appointed by the citizens of the metropolis" were making extensive arrangements, and, in addition to the ceremonies at the Capitol, there was to be "a civic and military procession, fireworks, illuminations, and a grand ball, in the immense building erected for the purpose." The Committees of Arrangement consisted of 10 committees, including a General Managing Committee to Confer with the President and Vice President Elect and the Committees of Congress, a Committee on State Associations and Visiting Political Organizations, a Committee on the Ball, and a Committee on Finance.

Additional activities undertaken by inaugural committees after 1873 have included the use, beginning about 1881, of a subscription fund, or "Inaugural Fund," to finance their work; the publication in 1885 of what appears to have been the first inaugural program identified as being the official program published under the auspices of an inaugural committee; the publication of booklets listing the inaugural committee's officers and committees and their duties, a practice which began at least as early as 1889; and the publication of a final report by the inaugural committee or its chairman, the first one apparently being issued in 1893.

Other developments regarding final reports have included the publication in 1917 of the final report of the Inaugural Chairman as a Senate document (No. 116, 65th Cong., 1st sess.); the submission of a final report, in 1929, to the Chairman of the Republican National Committee; and the publication, in 1933, of a Blue Book, which seems to have been the report of the Chairman of the 1933 Inaugural Committee, although it was compiled and edited by the chairman and vice chairman of the Official Program Committee. No reports seem to have been submitted by the chair-



men of inaugural committees from 1933 until 1957, when the General Chairman of the 1957 Inaugural Committee made a report, which was issued in mimeographed form.

The manner in which inaugural committees have been created or appointed has varied from time to time. As previously mentioned, the Inaugural Committee and its Committees of Arrangement that had charge of the ceremonies in 1873 were said to have been "appointed by the citizens of the metropolis." It is not known whether the political parties had a hand in the selection of inaugural committees before 1893, but in that year the Democratic National Committee appointed the members of the General Committee that was "to take charge of the ceremonies incident to the inauguration" (Final Report of the General Committee and the Executive Committee, March 4, 1893). Following its appointment the General Committee elected its officers, including its chairman.

For the 1901, 1905, 1909, and 1913 inaugurations, and quite possibly for a few later inaugurations, the chairman of the national committee of the political party of the President-elect selected the chairman of the inaugural committee, who was responsible for the appointment of committee members. In more recent years the chairman of the inaugural committee has been appointed as provided by legislation, by or with the consent of the President-elect. In 1940, 1944, and 1948 references to a "Committee on Inaugural Ceremonies to be appointed with the approval of the President-elect" were made in a public resolution of Congress approved April 22, 1940 (54 Stat. 159), a joint resolution approved December 20, 1944 (58 Stat. 832), and a joint resolution approved June 3, 1948 (62 Stat. 289), respectively. Since 1948 the proceedings of Congress concerning the appointment of the inaugural committees have specified that they are "to be appointed by the President-elect."

In the Presidential Inaugural Ceremonies Act approved on August 6, 1956 (70 Stat. 1049), Congress has provided comprehensive aid to and recognition of inaugural committees to be appointed for each presidential inauguration. From very early days the Federal Government probably aided the inaugural committees--or their predecessors, if any--in such matters as providing military or other units for the parade. Legislation relating specifically to inaugural committees did not appear, however, until about 1881 when Congress, by a joint resolution approved January 28, 1881 (21 Stat. 655), authorized the Secretary of War and the Secretary of the Navy to lend "flags and bunting in the Government depots, for use in decorating the City of Washington on the fourth of March next" to the "Committee on Inaugural Ceremonies."

A joint resolution of Congress approved February 28, 1885 (23 Stat. 707), authorized the loan of certain flags and bunting to the Committee on Inauguration Ceremonies, and in 1889 a similar resolution approved February 5, 1889 (25 Stat. 1335), added that the flags to be lent to



the Committee on Inaugural Ceremonies were to be used "in decorating the fronts of public buildings and other places on the line of march between the Capitol and the Executive Mansion, and the interior of the Reception Hall." Congress continued to make similar authorizations for later inaugurations, adding such articles as hospital tents, camp appliances, and stretchers to the items to be lent, while at the same time making provision to protect the Government from loss. The current legislative provision for such authorizations is in section 6 of the Presidential Inaugural Ceremonies Act of 1956 (70 Stat. 1050).

In addition to authorizing the loan of flags and other materials, Congress has provided special appropriations for the maintenance of public order and protection of life and property during inaugural periods, together with other facilitative services to be provided through the Government of the District of Columbia. It has authorized the Interior Department or other appropriate Federal or District of Columbia agencies to grant to inaugural committees the use of certain public grounds in the District of Columbia; and it has authorized the Commissioners of the District of Columbia to permit inaugural committees, subject to certain conditions, to install overhead wires or other electrical or communication facilities. Information on specific Federal legislation for the 1949, 1953, and 1957 inaugurations appears in this inventory in the introductory statements to the description of the records of each of the inaugural committees for these years.

The records described in this inventory are designated as Record Group 274, Records of Inaugural Committees. They are records of the 1949, 1953, and 1957 Inaugural Committees and fragments of the records of the 1933, 1937, 1941, and 1945 Inaugural Committees. They amount to 48 cubic feet, including about 1 cubic foot of tape and disk sound recordings, and consist chiefly of correspondence, memoranda, reports, lists, minutes, press releases, grandstand plans, and memorabilia such as programs of and tickets to inaugural events.

Related records in the National Archives are in Record Group 42, Records of the Office of Public Buildings and Public Parks of the National Capital; Record Group 48, Records of the Office of the Secretary of the Interior; Record Group 26, Records of the United States Coast Guard; Record Group 60, General Records of the Department of Justice; and Record Group 94, Records of The Adjutant General's Office. Among these are records created by the Interior Department and other agencies of the Government in providing space for inaugural committees and in performing other services for them, including, especially, the participation of the armed services and the United States Coast Guard in inaugural parades. The Still Picture Branch of the National Archives has some pictures relating to inaugural events, and the Motion Picture Branch has films and sound recordings relating to presidential inaugurations; these are described in Special List No. 16, List of Motion Pictures and Sound Recordings Relating to Presidential Inaugurations, issued by the National Archives.



The records of inaugural committees and related records that are in the National Archives constitute only a part of such records. The existence and location of records of early inaugural committees are largely unknown. The Library of Congress and the District of Columbia Public Library have some records and memorabilia of earlier inaugural committees. These are described in a bibliography issued by the Library of Congress, Presidential Inaugurations, a Selected List of References, 1949, which lists not only books and articles in newspapers and magazines but also pertinent materials in the Library of Congress and the District of Columbia Public Library. In 1952 the Library of Congress published a supplement to this list and has recently issued a revision of it.

Georgetown University has a collection of material on presidential inaugurations, and it is possible that a number of other institutions, including libraries and historical societies, also have such collections. The Harry S. Truman Library has surplus copies of materials that the National Archives selected for it from the records of the Inaugural Committee of 1949. It is also likely that some official records created by inaugural committees have been preserved by former officials of the committees.

Some records closely related to records of inaugural committees, including records created during recent inaugural periods, also are being preserved outside the National Archives by various official agencies. The Government of the District of Columbia, for example, has preserved the records of its police department dating back to 1917 that relate to police activities in maintaining order during inaugural periods; it possibly has other records, especially for recent inaugurations, relating to such matters as its preinaugural activities and the construction of stands along the parade route.

Records of the Military District of Washington relating to the participation of the armed forces in the 1957 Inaugural Parade are in the Office of the Adjutant General of the Military District of Washington, Department of the Army, and records of such participation in the 1953 Inaugural Parade are in the United States Army Records Center, St. Louis, Mo. Earlier records of this kind are in the Federal Records Center at Kansas City, Mo.

As the Democratic and Republican National Committees have had a hand in the appointment of some of the inaugural committees, it is likely that some records of these national political committees relate to the records of the inaugural committees. Investigation has shown, however, that "almost all the records of these national political committees prior to 1928 have been lost or destroyed."<sup>1</sup>

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<sup>1</sup>Donald R. McCoy, "The Records of the Democratic and Republican National Committees," in American Archivist, 14:314 (Oct. 1951).



Any records that the Joint Committees on Inaugural Ceremonies or their predecessors in Congress might have created would, of course, closely relate to the records of inaugural committees. No records of these committees for the period covered by this inventory are in the National Archives. Some inaugural programs issued by such committees of Congress are in the Library of Congress and the District of Columbia Public Library.

The Office of the Architect of the Capitol has some records reflecting the Architect's direction of the construction and decoration of the stands at the Capitol used for the swearing-in ceremonies.

## RECORDS OF INAUGURAL COMMITTEES

### FRAGMENTARY RECORDS OF THE 1933, 1937, 1941, AND 1945 INAUGURAL COMMITTEES

The 1949 Inaugural Committee was the first inaugural committee to transfer its records to the National Archives. Little is known of the location or even of the existence of records of earlier inaugural committees. Fragmentary records of the 1933, 1937, 1941, and 1945 Inaugural Committees survived through their preservation by Melvin Hildreth, who was an official of those Committees. Mr. Hildreth was General Chairman of the 1949 Inaugural Committee, and when he transferred the records of that Committee to the National Archives he included the fragmentary records of the earlier Committees.

#### RECORDS OF THE GRANDSTAND TICKET COMMITTEE, 1933 INAUGURAL COMMITTEE.

Jan.-Mar. 1933. 5 in.

1

Chiefly letters and memoranda sent or received by Daniel C. Roper and Melvin D. Hildreth, chairman and executive secretary, respectively, of the Grandstand Ticket Committee, and relating mainly to the sale of grandstand tickets, seating arrangements in the stands, the furnishing of ushers, budgetary matters, and the granting of concessions for the sale of food and cushions in the stands. Included are vouchers, lists of committee members, applications for positions, and reports of the 1933 Grandstand Ticket Committee. Also included is an income and expense statement of the 1929 Inaugural Committee. Arranged alphabetically by name of person or by subject.

#### RECORDS OF THE GRANDSTAND TICKET COMMITTEE, 1937 INAUGURAL COMMITTEE.

Dec. 1936-Mar. 1937. 1 in.

2

Correspondence, lists, charts, and other records of Melvin D. Hildreth, Chairman of the Grandstand Ticket Committee, which relate chiefly to the activities of that committee concerning the route to be followed by the Inaugural Parade, the location of grandstands and the arrangement of seats in them, personnel of the committee, and budgetary information for the committee and for the Badges and Souvenirs Committee. Included are samples of forms used, a copy of the Official Inaugural Program, and an outline of the fiscal procedure for the 1937 Inaugural Committee. Arranged alphabetically by subject.

#### RECORDS OF THE GRANDSTAND TICKET COMMITTEE, 1941 INAUGURAL COMMITTEE.

Dec. 1940-Jan. 1941. 4 in.

3

Correspondence, memoranda, reports, and other records of Melvin D. Hildreth, Chairman of the Grandstand Ticket Committee, which relate primarily to the activities of that committee and concern such matters as the procurement and sale of grandstand tickets, seating arrangements in the Inaugural Parade grandstands, the Inaugural Medal, the use of fireworks, and arrangements for policing the city during the inaugural festivities. Included are lists of members of the 1941 Inaugural Com-



mittee, its general and financial reports, and samples of forms used. Arranged alphabetically by subject or by name of correspondent.

RECORDS OF THE COMMITTEE ON MEDALS, 1945 INAUGURAL COMMITTEE. June-July 1946. Less than 1/4 in.

Receipts, with transmittal correspondence, for payments made by the 1945 Inaugural Committee to the United States Mint for two gold Roosevelt Inaugural Medals and cases. Arranged chronologically. 4

## RECORDS OF THE 1949 INAUGURAL COMMITTEE

This Committee was set up and its functions were facilitated by legislation that followed a pattern established in previous presidential inaugurations. A joint resolution of Congress approved June 3, 1948 (62 Stat. 287), authorized the Administrator of the Federal Works Agency, the Commissioners of the District of Columbia, and the Secretary of Defense to grant permits for the erection of grandstands, special illumination, radio and television broadcasts, and the loan of flags and other decorations in cooperation with the "Committee on Inaugural Ceremonies to be appointed with the approval of the President-elect."

On November 14, 1948, President-elect Harry S. Truman addressed a letter to Melvin D. Hildreth, appointing him General Chairman of the 1949 Inaugural Committee and asking him to prepare plans for the inaugural ceremonies on January 20, 1949. Mr. Hildreth organized the Committee, which included a group of staff and liaison officers, and 52 other committees--some of which had subcommittees of their own--to handle arrangements for the various inaugural events. The Committee's staff officers included an archivist, Seymour J. Pomrenze. The staff also included liaison officers, whose chief duty was to maintain liaison with the White House and the Joint Congressional Inaugural Committee. For a list of the officers and committees of the 1949 Inaugural Committee, see appendix I.

### Records of Staff Offices

#### Records of the Office of the General Chairman

GENERAL CORRESPONDENCE. Nov. 1948-Jan. 1949. 1 ft. 5

Correspondence and memoranda sent and received by Melvin D. Hildreth, General Chairman, and J. S. Evans, Jr., Executive Secretary, relating to such matters as the work performed by committees of the 1949 Inaugural Committee, complaints, requests for invitations and tickets to the ball and parade, archival matters, the guarantee fund for the 1949 Inaugural Committee, the design of the inaugural medal, the use of the District of Columbia National Guard Armory, the effort to publicize the fact that the National Inaugural Album Committee was not connected with the 1949 Inaugural Committee, office space for the Committee, the weather



on previous inaugural days, the use of fireworks in the inaugural ceremonies, and an attempt to get New York City to underwrite a fireworks display. Included are minutes of the Committee, a photograph of President Truman, an illustrated copy of Pain's Fireworks in Many Lands (1921), and Hildreth's letter rejecting a proposal that the Committee sponsor the display of Hitler's automobile. Also included is a printed pamphlet, Inaugural Souvenir, published by the 1901 Inaugural Committee and containing a list of its members and brief descriptions of earlier inaugural celebrations.

COMMITTEE REPORTS. Dec. 1948-Mar. 1949. 8 in. 6

Chiefly reports and related correspondence, but including samples of forms used by committees. The reports contain accounts of committee participation in arranging and staging the 1949 inaugural festivities, together with some recommendations on handling such events in the future and information on establishing some precedents. The reports were received from the following committees of the 1949 Inaugural Committee: Civic and Business Participation, College Participation, Finance Freedom Train, Grandstand Construction (Portable), Parade and Special Events, Public Relations, Reception to Visiting Lawyers, Religious Participation (Observance), Sanitation, Transportation (Domestic), United Nations Participation, and Ways and Means. Arranged alphabetically by name of committee.

For progress reports made by some committees of the 1949 Inaugural Committee, see entry 11; for the report of the Publicity Office, see entry 13; and for the financial report of the 1949 Inaugural Committee, see entry 14.

REPLIES TO GENERAL INVITATIONS. Jan. 1949. 2 ft. 7

Replies to communications to prominent persons urging them to attend the inaugural ceremonies, received from Congressmen, Government officials, and leaders of industry and organized labor. Included is a letter from Franklin D. Roosevelt, Jr., saying "it is impossible for my mother to attend the inauguration." Arranged roughly in chronological order.

DRAWINGS AND MAPS. Dec. 1948-Jan. 1949. 5 in. 8

Drawings and maps accumulated by the General Chairman, consisting of maps of the inaugural parade route (one roll), a drawing on linen of the area of the District of Columbia National Guard Armory building (one roll), black-and-white-drawings of the East Plaza of the United States Capitol (one roll), and positive photostatic copies of blueprint drawings showing plans for the reviewing stands (two rolls). Arranged as listed.

#### Records of Administrative Officers

GENERAL RECORDS. Nov. 1948-Feb. 1949. 10 in. 9

Correspondence, memoranda, telegrams, press releases, lists, minutes,



and vouchers reflecting the activities of the administrative officers of the 1949 Inaugural Committee and relating to such matters as publicity issued by the Committee, instructions given to its subordinate committees, distribution of Inaugural Medals, and applications for employment. Included are minutes of the Budget Committee and approved vouchers for expenditures. Arranged alphabetically by subject or by name of person.

#### Records of the Office of the Executive Secretary

GENERAL RECORDS. Nov. 1948-Mar. 1949. 8 in. 10

Correspondence, memoranda, lists, and other records pertaining to the membership of committees of the 1949 Inaugural Committee; functions to be performed by some of these committees; requests for general invitations to the inaugural events; the amount to be paid by the Inaugural Committee for the use of the District of Columbia National Guard Armory; data supplied by the District of Columbia Police Department on the 1933, 1937, and 1941 Inaugural Parades; and material to be included in "Inaugural Items," a bulletin of instructions and information issued to members of the 1949 Inaugural Committee by the Office of the Executive Secretary. Arranged alphabetically by subject, name of committee, or name of person.

#### Records of the Office of the Archivist

GENERAL RECORDS. Nov. 1948-Mar. 1949. 3 ft. 11

Correspondence, memoranda, reports, work papers, minutes, press releases, radio scripts, forms, samples of memorabilia, and other records gathered by Seymour J. Pomrenze, Archivist of the 1949 Inaugural Committee, from the records of that Committee in order to document its activities. Among these records are progress reports from various committees; correspondence addressed to the General Chairman, including a photostatic copy of a letter from the President to Melvin Hildreth appointing him Chairman of the Committee on Inaugural Ceremonies; a copy of the Library of Congress bibliography, Presidential Inaugurations, a Selected List of References, 1949; copies of the Orders of March for the 1949 Inaugural Parade; words and music for inaugural songs, including sheet music for "I'm Just Wild About Harry" and "At the Inauguration Ball"; charts of grandstand locations; copies of Freedom Train publications; samples of contracts and other forms used by the 1949 Inaugural Committee; and samples of memorabilia of the 1949 Inaugural Committee, including the Official Inaugural Program, programs for and invitations and tickets to inaugural events, an inaugural license plate, inaugural badges, and the Inaugural Medal bearing the likeness of President Truman. Arranged in two groups--the first, hierarchically by name of staff office and thereunder alphabetically by subject or by name of person; and the second, alphabetically by name of committee and thereunder alphabetically by subject or by name of person.



NEWSPAPER CLIPPINGS. Nov. 1948-Jan. 1949. 1 ft. 12

Newspaper clippings pertaining to present and past inaugural events, chiefly from newspapers of Washington, D. C., but including some from other newspapers in the United States. Most of these newspaper accounts were taken from press releases issued by the 1949 Inaugural Committee. Arranged chronologically.

#### Records of the Publicity Office (Division)

GENERAL RECORDS. Dec. 1948-Jan. 1949. 2 ft. 13

Correspondence, memoranda, reports, lists, press releases, radio scripts, receipts, vouchers, and other records relating to publicity for the inaugural events; press and radio credentials; clearance from the American Federation of Musicians for broadcasting music during the inaugural festivities; publicity in regard to housing inaugural visitors; and personnel matters. Included are photographs of inaugural scenes; a record set of press releases; samples of passes issued to members of the press; a biographical sketch of Melvin Hildreth; and the ribbon copy of the report of the Publicity Office, which contains the report of the Radio Director relating to radio and television coverage of the inauguration. Arranged alphabetically by subject or by name of person.

#### Records of the Budget and Audit Control Office

GENERAL RECORDS. Nov. 1948-June 1949. 3 ft. 14

Correspondence (including some addressed to the General Chairman of the 1949 Inaugural Committee), memoranda, reports, minutes, vouchers, work papers, and other records relating in general to budgeting and auditing the expenses of the Committee and specifically to appropriation authorizations to various units of the Inaugural Committee, salaries of employees, refunds, taxes, the recording of disbursements, and the settling of accounts. Included are copies of minutes of the Budget and Audit Control Committee and copies of the financial report of the 1949 Inaugural Committee. Arranged alphabetically by subject.

#### Records of Committees

##### Records of the Committee on Agriculture

ACCEPTANCES TO APPOINTMENTS ON THE COMMITTEE. Dec. 1948-Feb. 1949.

Less than 1/4 in. 15

Telegrams from agricultural leaders to James G. Patton, Chairman of the Committee on Agriculture, an honorary subcommittee of the 1949 Inaugural Committee. Included is Patton's letter to the Archivist of the 1949 Inaugural Committee transmitting the telegrams and identifying them as being the only records of the Committee on Agriculture in his possession. Arranged chronologically.



## Records of the Concessions Committee

GENERAL RECORDS. Nov. 1948-Feb. 1949. 3 in. 16

Correspondence, lists, minutes, and other records that pertain to the activities of the committee, such as the location of food concession stands, decisions at meetings of the committee, the reporting by concessionaires of their receipts, and applications for vending licenses. Included are samples of forms used by the committee and samples of the souvenir badges and pennants that were sold. Arranged alphabetically by subject.

## Records of the General Services Committee

GENERAL RECORDS. Nov. 1948-Jan. 1949. 2 in. 17

Correspondence, memoranda, minutes, and other records relating to services provided by this committee, such as badges for members of the 1949 Inaugural Committee; carillon music immediately following the President's acceptance address at the Capitol; and, for the Inaugural Parade, ushering and commissary services, a loud speaker system, and a service for handling lost and found articles. Included are minutes of a meeting of the committee, pictures of badges used by the 1949 Inaugural Committee, and blueprints and charts showing the seating capacity of grandstands erected for the parade. Arranged alphabetically by subject or by kind of record.

## Records of the Government Liaison and Ticket Sales Committee

GENERAL RECORDS. Nov. 1948-Feb. 1949. 6 in. 18

Correspondence, memoranda, receipts, reports, minutes, and lists relating to the activities of the Government Liaison and Ticket Sales Committee in selling tickets for the Inaugural Parade to employees of Government agencies. Arranged alphabetically by subject or by kind of record.

## Records of the Grandstand Construction (Portable) Committee

GENERAL RECORDS. Nov. 1948-Jan. 1949. 4 in. 19

Correspondence, memoranda, blueprints, statistics, and other records pertaining to the erection of grandstand and other seats for viewing the 1949 Inaugural Parade. Included are blueprints, proposals and permits for the erection of grandstands, a sample contract, statistics on receipts from sale of tickets, and a copy of the committee's report with some pictures of the grandstands. Arranged alphabetically by subject or by kind of record. Some plans of grandstands for the 1949 Inaugural Parade are among the records of the 1953 Inaugural Committee (see entry 44).



## Records of the Grandstand Sales Committee

GENERAL RECORDS. Nov. 1948-Jan. 1949. 3 in. 20

Correspondence, memoranda, lists, and vouchers relating to the sale of tickets to grandstand seats. Included are samples of tickets and of forms used by the committee. Arranged alphabetically by subject or by kind of record.

PLANS FOR GRANDSTANDS. Nov.-Dec. 1949. 9 rolls. 1 ft. 21

Blueprints and charts showing construction details and seating plans, including the price of seats. Included are some seating plans for grandstands for the 1941 Inaugural Parade. Most of the plans are grouped according to the company that constructed the stands.

## Records of the Hospitality and Housing Committee

GENERAL RECORDS. Nov. 1948-Jan. 1949. 10 in. 22

Correspondence, memoranda, reports, lists, samples of forms used by the committee, and other records relating to housing and hospitality for inaugural visitors, publicity on the need for special housing facilities, policy matters, the budget for the Hospitality and Housing Committee, and the legal aspects of the problem of housing inaugural visitors. Included are minutes of meetings of the committee and progress reports on its activities. Arranged alphabetically by subject, name of person, or kind of record.

SOUND RECORDING. Dec. 1948. 1 disk. 23

A sound recording, on a cut aluminum disk made from a tape recording, prepared for Radio Station WTOP, of spot interviews relating to the plans of the 1949 Inaugural Committee and its Housing and Hospitality Committee for housing inaugural visitors. The following persons were interviewed by Mrs. Hazel Markel, of station WTOP, in the order listed: Melvin Hildreth, Chairman of the 1949 Inaugural Committee; Mrs. Ernest K. Lindley, Chairman of the Housing and Hospitality Committee; and Mrs. Blair Truitt, Mrs. India Edwards, Miss Frieda Hennock, Mrs. J. Borden Harriman, Mrs. Charles S. Brannon, Mrs. Thurman Arnold, and Mrs. Jesse Donaldson. (No. 274-7 of the sound recordings in the National Archives.)

## Records of the Inaugural Ball Committee

GENERAL RECORDS. Nov. 1948-Jan. 1949. 9 in. 24

Correspondence, memoranda, lists, and other records pertaining to the committee's preparations for the 1949 Inaugural Ball, such as financing, publicity, decorating the District of Columbia National Guard Armory, issuing tickets, and handling requests for invitations. Included are lists of members of the Inaugural Ball Committee and of its subordinate committees, and samples of the program for the ball and of tickets. Arranged alphabetically by subject or by name of person.



RECORDS RELATING TO INAUGURAL BALL INVITATIONS. Dec. 1948-Jan. 1949.

5 in.

25

Correspondence, memoranda, and lists pertaining to the issuance of invitations. Included are lists of persons--chiefly Members of Congress, members of the Democratic National Committee, and members of the Electoral College--who received invitations to the ball. Arranged alphabetically by name of the person who requested the invitation or by name of the staff member who issued it.

#### Records of the Insurance Committee

GENERAL RECORDS. Nov. 1948-Jan. 1949. 2 in.

26

Correspondence, memoranda, vouchers, insurance policies, and bonding agreements pertaining to insurance coverage for the 1949 inaugural ceremonies. These records relate mainly to the bonding of committee employees who handled money, concessionaires' performance bonds, insurance on the Freedom Train site, and the following kinds of insurance for the Committee: workmen's compensation, public liability and fire insurance, and checkroom and holdup insurance. Included is a report by J. A. Kamerow and Co. relating to the insurance it provided. Arranged chronologically.

#### Records of the Legal and Legislative Committee

GENERAL RECORDS. Nov. 1948-Jan. 1949. 1 in.

27

Correspondence, memoranda, specifications, and other records relating to legal and legislative matters that concerned the 1949 Inaugural Committee, such as its proposed establishment in the Office of the President and the unsuccessful attempt to have tickets sold by the Inaugural Committee exempted from Federal taxes. Included are copies of pertinent legislation, copies of weekly reports made by the Legal and Legislative Committee, and copies of legal forms used by the Committee. Arranged chronologically.

#### Records of the Medals Committee

GENERAL RECORDS. Nov. 1948-Feb. 1949. 1 in.

28

Correspondence, memoranda, minutes, and publicity material relating to the commissioning of an artist to prepare models for the 1949 Inaugural Medal and to the production of the medals by the United States Mint. Included are statements of appropriations for the Medals Committee, minutes of its meetings, and a progress report and a final report on its activities. Arranged chronologically.

#### Records of the Medal Sales Committee

GENERAL RECORDS. Dec. 1948-Feb. 1949. 3 in.

29

Correspondence relating to the sale of 1949 Inaugural Medals,



samples of correspondence and application forms for ordering medals, statements of appropriations to the Medal Sales Committee, bank deposit slips recording deposits of receipts for the sale of medals, a daily record of medal sales, and receipts for the insured mailing of medals. Arranged alphabetically by subject.

#### Records of the Parade and Special Events Committee

GENERAL RECORDS. Nov. 1948-Mar. 1949. 1 ft. 30

Correspondence, memoranda, telegrams, charts, lists, vouchers, and other records chiefly concerning preparations for the 1949 Inaugural Parade and the Inaugural Gala. Included are charts of the area where the parade formed; a report of the Float Committee of the Parade and Special Events Committee; a telegram from James C. Petrillo agreeing to sponsor the gala; lists of new Senators and Representatives, members of the Democratic National Committee, Supreme Court Justices, members of President Truman's Battery D, and other special groups of persons to whom gala invitations were sent; records of declinations to attend the gala and of refunds for tickets; samples of the gala program and tickets; and a daily journal of the activities of the Parade and Special Events Committee. Arranged alphabetically by subject.

ORDERS FOR GALA TICKETS. Dec. 1948-Jan. 1949. 9 in. 31

Requests received for tickets, either by letter or purchase order, annotated to show the receipt of money. Arranged alphabetically by name of person.

RECORDS OF THE PARADE COORDINATOR. Dec. 1948-Jan. 1949. 2 in. 32

Correspondence, memoranda, telegrams, and other records of Clarence Arata, Coordinator for the Parade. Included are a statement of policies for the Inaugural Parade, a table of troop movements, a copy of the Metropolitan Police Department's order concerning police arrangements, and reports on the number and kind of participants in the 1933, 1937, and 1941 Inaugural Parades. Arranged chronologically.

RECORDS OF PARADE COMMITTEES. Nov. 1948-Jan. 1949. 3 in. 33

Correspondence, memoranda, telegrams, and photographs, created or assembled by the Band, Civic Participation, and Float Committees of the Parade and Special Events Committee in preparing for the 1949 Inaugural Parade. The records deal principally with the selection of bands to march in the parade and of national civic and patriotic organizations to be represented by floats or marching units, and with arranging for State-sponsored floats. Included are pictures of some of the floats and refusals of foreign countries to enter floats in the parade. Arranged alphabetically by name of committee.

RECORDS OF GALA COMMITTEES. Nov. 1948-Jan. 1949. 3 in. 34

Correspondence, telegrams, memoranda, and other records, created by



the Arrangements, Inaugural Music, Program and Printing, and Reception Committees of the Parade and Special Events Committee in planning for the 1949 Inaugural Gala. The records relate principally to appointments made to the Arrangements Committee; the Inaugural Music Committee's return of manuscripts of songs that had been composed in celebration of President Truman's inauguration; the printing of invitations and tickets to the gala; and the handling of house arrangements for the gala, including the seating, ushering, and checking services and the sale of programs. Included are samples of the gala program, photographs of entertainers, and a copy of a report made by the Arrangements Committee. Arranged alphabetically by name of committee.

#### RECORDS OF THE SPECIAL EXHIBITS AND CULTURAL ACTIVITIES COMMITTEE.

Dec. 1948-Jan. 1949. 1 in.

Correspondence, memoranda, minutes, and other records relating to the efforts of this committee to persuade libraries, museums, and similar institutions to present exhibits or programs for inaugural visitors. Included is a list of the exhibits and programs that were presented. Arranged chronologically.

#### Records of the Reception for Governors and Distinguished Guests Committee

REPLIES TO INVITATIONS. Jan. 1949. 3 in.

Letters replying to invitations to attend a reception in honor of the Governors of the States and other distinguished guests, to be held at "Tregaron," the residence of Joseph E. Davies. Included are lists of persons who accepted or declined invitations. The letters are arranged in two groups: (1) letters of acceptance, and (2) letters expressing regrets.

#### Records of the State Groups Committee

GENERAL RECORDS. Dec. 1948-Jan. 1949. 3 in.

Correspondence, memoranda, and other records pertaining to efforts made by the State Groups Committee to enlist the help of the State societies and other State groups in Washington, D. C., in entertaining inaugural guests. Included are minutes of meetings of the committee and a copy of its report. Arranged alphabetically by subject.

#### Records of the Transportation (Domestic) Committee

GENERAL RECORDS. Nov. 1948-Jan. 1949. 4 in.

Correspondence, memoranda, forms, and other records relating to transportation problems in Washington during the inaugural period. The records relate especially to services rendered by this committee, such as providing cars for the Inaugural Parade, handling public transportation during the parade, and allotting and issuing inaugural license plates for automobiles. Arranged alphabetically by subject.



## Records of the Transportation and Information (National) Committee

GENERAL RECORDS. Nov. 1948-Feb. 1959. 3 in. 39

Correspondence, memoranda, lists, press releases, and other records pertaining to the work of this committee--and of its committees on air, bus, and railroad transportation--in arranging with railroad, airline, and bus companies for the transportation to and from Washington of inaugural visitors, and in disseminating publicity and information about inaugural events outside of Washington. Included are reports of the Air and Railroad Transportation Committees and minutes of meetings of the Air Transportation Committee. Arranged alphabetically by subject, name of person, or kind of record.

## Records of the Veterans' Committee

GENERAL RECORDS. Nov. 1948-Jan. 1949. 2 in. 40

Correspondence, memoranda, minutes, and other records relating to the activities of this committee in coordinating the participation of veterans and veterans' organizations in the inaugural ceremonies. The records relate to such matters as determining the order in which veterans' organizations would march in the parade, providing disabled veterans with seats for viewing the parade, securing housing for distinguished veterans, and withdrawing invitations to the Commanders-in-Chief of the Grand Army of the Republic and the United Confederate Veterans because of their advanced age and the possibility of mishaps befalling them. Arranged chronologically.

## RECORDS OF THE 1953 INAUGURAL COMMITTEE

Before the 1953 Inaugural Committee was formed, the Government of the District of Columbia made some preparations, chiefly concerning the construction of grandstands for the Inaugural Parade, and Congress passed some facilitating legislation. A joint resolution of Congress approved on July 10, 1952 (66 Stat. 576), authorized the Administrator of General Services and other officers of the Federal and District Governments to grant permits "to the Committee on Inaugural Ceremonies, to be appointed by the President-elect, for the use of any reservations or other public spaces in the District of Columbia . . . . All stands or platforms that may be erected on public space shall be under the supervision of the inaugural committee." This resolution also made other provisions for facilitating the work of the Inaugural Committee; another joint resolution of Congress approved on July 10, 1952 (66 Stat. 577), authorized the quartering in public buildings in the District of Columbia of troops participating in inaugural ceremonies.

No documentation on the appointment of the Chairman of the 1953 Inaugural Committee has been found in the records of this Committee other than the statement made in its first press release, dated November 8, 1952: "Arthur E. Summerfield, Republican National Chairman,



today named Joseph C. McGarraghy, Chairman of the Republican State Committee in and for the District of Columbia, as Chairman of the Inaugural Committee handling the inaugural ceremony for Dwight D. Eisenhower." At the same time Mr. Summerfield named four Vice Chairmen of the Committee; Mr. McGarraghy appointed its other officers. For a list of the officers and 33 committees of the 1953 Inaugural Committee, see appendix II.

The Committee's activities reached their peak during the period December 1952-January 1953. The Committee was terminated early in 1953 except for the Office of the Chairman and the Medal Distribution Committee, both of which continued to operate until August 1953, and the Audit and Finance Committee, which continued to operate until even later.

When the Committee's work was done, its Chairman, Joseph C. McGarraghy, offered to transfer its records to the National Archives, and the offer was accepted. Representatives of the National Archives and the Inaugural Committee combined efforts to remove the duplicate and valueless materials from the records, and the remaining 13 cubic feet of records were accessioned by the National Archives.

### Records of Staff Offices

#### Records of the Office of the Chairman

GENERAL RECORDS. Nov. 1952-Aug. 1953. 8 in.

41

Correspondence, memoranda, news releases, progress reports, contracts, and other records relating to such matters as arrangements for the ball and other inaugural events, appointments to subordinate committees of the 1953 Inaugural Committee, awarding of contracts for the construction of grandstands, arrangements for the seating of veterans at the Inaugural Parade, invitations to the Inaugural Festival, attendance of members of the Electoral College at inaugural events, television coverage of the inaugural ceremonies, liaison with the Joint Congressional Committee on Inaugural Ceremonies, and information about distribution of tickets for the swearing-in ceremonies at the Capitol and about 1933 precedents. Arranged alphabetically by subject, name of committee, or name of organization.

GENERAL CORRESPONDENCE. Nov. 1952-Aug. 1953. 4 in.

42

Correspondence of Joseph C. McGarraghy, Chairman of the 1953 Inaugural Committee, chiefly with the public and with representatives of the Republican Party but including some letters and memoranda exchanged between Mr. McGarraghy and his staff. The correspondence pertains to such matters as the appointment of chairmen of committees, offers of proposed services and projects, requests for invitations and tickets to the ball and other inaugural events, requests for souvenir inaugural programs and inaugural license plates, and reports from chairmen of committees.



Also included are a letter from Melvin Hildreth, General Chairman of the 1949 Inaugural Committee, to Joseph C. McGarraghy, dated November 10, 1952, concerning the transfer of the money which the former Inaugural Committee had on deposit, and suggesting persons who could help in the work of the 1953 Inaugural Committee; a letter from a staff officer of the 1949 Inaugural Committee, dated November 13, 1952, making detailed recommendations for the guidance of the new Committee; and a photostatic copy of a letter from Dwight D. Eisenhower to Mr. McGarraghy, dated January 27, 1953, expressing appreciation for the efforts of Mr. McGarraghy and the Inaugural Committee. Arranged chronologically.

REPORTS FROM STAFF OFFICERS AND COMMITTEES. Jan.-Aug. 1953. 6 in. 43

Reports and some other records received from 6 staff officers and 29 committees of the 1953 Inaugural Committee. The reports include information on mistakes that were made and recommendations on future inaugural events. They were submitted by the Assistant to the Chairman, the Executive Secretary, the Secretary, the Office Manager, the Director of Entertainment, and the Director of Publicity, and by the following committees: Audit, Civic Participation, Concessions, Decorations, Ethnic, Festival, Finance, General Services, Grandstand, Hospitality, Housing, Inaugural Ball, Insurance, Law and Legislation, Medal Design, Medal Distribution, Medical Aid, Parade, Program, Public Health and Sanitation, Reception of Governors and Distinguished Guests, Religious Observance, State Societies' Participation, Symphony Concert, Transportation, Unauthorized Practices, Veterans' Participation, Volunteer Participation, and Young Republican Activities. The reports are arranged in the order listed.

PLANS AND CONTRACTS RELATING TO GRANDSTANDS. Dec. 1948; Nov. 1952-Jan. 1953. 3 in. 44

Mainly copies of plans for grandstands, to some of which are attached signed contracts for their erection and removal. Included are construction plans, plot plans, seating plans for photographers and other representatives of the press, copies of a chart of grandstand locations, and some plans for grandstands for the 1949 Inaugural Parade. Unarranged.

Records of the Assistant to the Chairman

GENERAL RECORDS. Nov. 1952-Feb. 1953. 6 in. 45

Correspondence, memoranda, news releases, lists, and other records pertaining to the activities and interests of the Assistant to the Chairman, George L. Hart, Jr., particularly news releases, refunds on tickets to the inaugural ball, printing of tickets for the Inaugural Parade, requests made after January 20, 1953, for Inaugural Medals and other memorabilia, parking permits for officers of the 1953 Inaugural Committee, and personnel matters. Included are lists of members of subcommittees, sheet music for "A March to Eisenhower," and Mr. Hart's report to the Chairman on coordination between the Inaugural Stands Committee and its subordinate, the Stands Ticket Parade Committee. Arranged alphabetically by name of committee, subject, or kind of record.



RECORDS RELATING TO THE DISTRIBUTION OF PARADE AND BALL TICKETS. Nov. 1952-Jan. 1953. 5 in. 46

Correspondence, memoranda, and lists relating chiefly to the distribution of preferred seating tickets for the Inaugural Parade and of tickets to the ball, which were allocated to each Republican State Committee on a quota basis agreed to by the Republican National Committee. Included are some selected applications for parade tickets received from prominent persons and a record of assignments made for the 150 seats reserved for President Eisenhower in the President's review stand. Arranged alphabetically by subject.

GRANDSTAND PLANS. Nov. 1952-Jan. 1953. 1 ft. 47

Positive photostatic copies of plans for grandstands and of their locations along the parade route. They consist of seat plans for individual sections, plot plans showing locations of stands, a printed "Grandstands Location" map marked to show locations of photographers' stands, a flagpole spacing plan, a plan showing the planting in front of the President's review stand, and a plan showing locations of grandstands contracted for as of December 3, 1952. Unarranged.

#### Records of the Office of the Executive Secretary

GENERAL CORRESPONDENCE. Nov. 1952-Apr. 1953. 6 in. 48

Correspondence of the Executive Secretary, W. L. Stephenson, pertaining chiefly to requests for tickets for grandstand seats, invitations and tickets to the ball, "Ike" pins and other memorabilia, hotel accommodations, inaugural medals, official inaugural programs, souvenir inaugural invitations, and press credentials. Included are some letters and memoranda relating to recommendations of persons for appointment on the 1953 Inaugural Committee, payment for printing invitations to the ball, and refunds on tickets to the ball. Arranged alphabetically by name of correspondent. For other records relating to the distribution of invitations and tickets to the ball, see entries 49, 60, and 61.

RECORDS RELATING TO THE BALL AND THE GOVERNORS' RECEPTION. Nov. 1952-Apr. 1953. 2 in. 49

Chiefly memoranda sent to the Inaugural Ball Committee and the Reception of Governors and Distinguished Guests Committee, but including some correspondence with individuals and groups, relating principally to requests for tickets and invitations. Included are a few memoranda received by the Inaugural Ball Committee relating to the payment of bills. The records are arranged in three parts: (1) general material and group requests for tickets and invitations to the ball, (2) individual requests for tickets and invitations to the ball, and (3) requests for invitations to the Governors' Reception. For other records relating to the distribution of invitations and tickets to the 1953 Inaugural Ball, see entries 48, 60, and 61.



## Records of the Director of Publicity (Publicity Division)

GENERAL RECORDS. Nov. 1952-Feb. 1953. 6 in.

50

Correspondence, memoranda, lists, and other records pertaining to such matters as the participation of representatives of the press, radio, television, and other informational media in the parade and other inaugural events; photographic coverage of those events; publicity regarding difficulties the 1953 Inaugural Committee had with plans of some members of the Electoral College; the sale of kits containing color pictures of Eisenhower and Nixon; the programing of inaugural events; and requests from the public for memorabilia. Included are minutes of a press conference relating to the parade; lists of personnel of the 1953 Inaugural Committee, including statements on the functions of some of its units; a copy of the report of the Publicity Division on its credentials operations, and a report of its Radio and Television Section; vouchers covering expenditures for news releases, credentials insignia, and photographs; a partial list of persons to whom box seats at the ball were issued; a copy of the Republican National Committee's directory for the 1953 Inauguration; copies of General Orders No. 1 for the Inaugural Parade, issued by the grand deputy marshal of the parade; copies of a code regulating the broadcasting and televising of the inaugural events; photocopies and blueprint copies of drawings of grandstands showing allocation of space to publicity media and the details of photographers' and radio booths in the stands; and copies of various 1953 inaugural programs, including the official inaugural program, a "Tentative Inaugural Program for Cabinet Officers," a program of "State Societies and Inaugural Events Other than [those] Sponsored by [the Inaugural] Committee," and an inaugural concert program. Arranged alphabetically by subject or by kind of record.

PRESS RELEASES AND RELATED RECORDS. Nov. 1952-Jan. 1953. 1 ft.

51

Press releases, publicity photographs, and related records such as copies of a distribution list for press releases; lists of press releases issued by the 1953 Inaugural Committee; a fact sheet on inaugural ceremonies; a copy of the Complimentary Guide Book issued by the Hospitality Committee; a typed article by Joseph C. McGarraghy, "The Official Inaugural Medal," containing a history of inaugural medals; photographs of the architect's drawing of the President's review stand; samples of the color pictures of Eisenhower and Nixon sold to merchants by the Decorations Committee; copies of the official program; a copy of the invitation list for the Governors' Reception; an imperfect copy of the ball program; and a copy of an invitation to the ball. Arranged alphabetically by name of committee, subject, or kind of record.

RECORDS RELATING TO CREDENTIALS. Nov. 1952-Jan. 1953. 6 in.

52

Correspondence, memoranda, samples of forms used, and other records relating chiefly to credentials issued to representatives of the press and other communications media but also relating to credential matters



handled by the Metropolitan Police of the District of Columbia. Included are samples of requests for credentials and passes and some replies thereto, selected to show sources of requests for credentials; a list of press, radio, and television credentials requested and issued; samples of forms used, including a form that provided for the release of the 1953 Inaugural Committee from responsibility for any injury suffered by photographers, reporters, and couriers; samples of credential tags issued to photographers, representatives of the press, radio, and television, and vendors; samples of credential tags for vehicles; and samples of cards used for admittance to the swearing-in ceremonies at the Capitol, issued by the Joint Congressional Committee on Arrangements. Arranged alphabetically by subject.

### Records of Committees

#### Records of the Audit Committee

GENERAL RECORDS. Dec. 1952-June 1954. 2 in.

53

Reports and other records relating to the finances of the 1953 Inaugural Committee. Included are a copy of a financial report for the period November 20, 1953-April 30, 1954; a general ledger; a list of subscribers to the Guaranty Fund for the 1953 Inaugural Committee; and a special report on the activities of the Program Distribution Agent of the 1953 Inaugural Committee. Arranged alphabetically by subject.

#### Records of the Concessions Committee

GENERAL RECORDS. Dec. 1952-Feb. 1953. 1 in.

54

Correspondence, memoranda, and other records pertaining to vendors' licenses, checking concessions at the National Guard Armory and the Georgetown Auditorium, where the Inaugural Balls were held, and suggestions that the Inaugural Committee sponsor the sale of various items of merchandise. Included is a copy of the report of the Concessions Committee. Arranged alphabetically by subject.

#### Records of the Decorations Committee

GENERAL RECORDS. Dec. 1952-Apr. 1953. 1 in.

55

Correspondence, memoranda, reports, vouchers, and other records relating chiefly to decorations along the parade route and on public and private buildings in Washington, the placing of special exhibits in store windows, and the sale of pictures of Eisenhower and Nixon. Included are copies of interim reports and the final report of the committee. The records are arranged in three groups: (1) those relating to general information, (2) those relating to information on decorations, and (3) those relating to financial matters.



## Records of the Festival Committee

REPORTS. Dec. 1952-Feb. 1953. 2 in.

56

Chiefly final reports received from the following subordinate committees of the Festival Committee: Boxes; Decorations, with a progress report from a cochairman of the Decorations Committee of the Inaugural Ball Committee; Entertainment; Escort; Hall Arrangements; Hostesses to Artists; Patrons and Patronesses; Program; Reception; Special Guests; Tickets; and Transportation. Included are copies of a progress report and the final report of the Festival Committee, with attached lists of members of the committee; samples of invitations to the festival; and samples of identification badges. Arranged alphabetically by name of committee.

## Records of the General Services Committee

GENERAL RECORDS. Nov. 1952-Jan. 1953. 1 ft.

57

Correspondence, memoranda, drawings, and other records, which chiefly concern recruiting and feeding volunteer workers for the Inaugural Parade; collecting parade tickets; providing carillon music for the parade route; and contracting for identification badges and buttons for members of the Inaugural Committee, reporters, photographers, newsreel cameramen, and representatives of television and radio. Included are numerous maps and charts of the parade route and grandstands, among which are drawings of grandstands showing seating arrangements, a drawing of the President's review stand showing details of its floor plan, copies of the official inaugural map dated January 20, 1953, and copies of a map, approved by the Government of the District of Columbia, showing grandstand locations. Arranged alphabetically by subject or by kind of record.

## Records of the Hospitality Committee

GENERAL RECORDS. Nov. 1952-Jan. 1953. 2 in.

58

Correspondence, memoranda, newspaper clippings, and other records relating to such matters as the placing of information booths in hotels and information trailers on the streets, the distribution of a Complementary Guide Book (see entry 51), and the sale of corsages and post cards showing pictures of President-elect Eisenhower. Included are samples of the post cards and an automobile sticker. Arranged alphabetically by subject or by kind of record.

## Records of the Inaugural Ball Committee

GENERAL RECORDS. Nov. 1952-Mar. 1953. 6 in.

59

Correspondence, memoranda, reports, and other records pertaining to decorations for the ball, preparation of form letters answering requests for invitations and tickets, the printing and inscribing of tickets and invitations, the mailing of souvenir invitations, and the handling of



requests for refunds on tickets. Included are reports of the subordinate committees of the Inaugural Ball Committee, a statement of the duties of these committees, personnel lists of the Inaugural Committee, a partial list of holders of box seats, and samples of invitations to the ball. Arranged alphabetically by subject.

CORRESPONDENCE OF COCHAIRMEN. Nov. 1952-Jan. 1953. 3 in. 60

This correspondence, and especially that of Cochairman Col. L. Corrin Strong, concerns high-priority requests for invitations and tickets to the ball and parade. Arranged alphabetically by name of person, name of office, type of request, or kind of action. For other records relating to invitations and tickets to the ball, see entries 48, 49, and 61.

CORRESPONDENCE OF THE EXECUTIVE VICE CHAIRMAN. Nov. 1952-Jan. 1953.

1 ft. 61

Relates to requests for invitations and tickets to the ball and remittances for tickets. Included is a record of action taken on these requests by the Executive Vice Chairman of the Inaugural Ball Committee, William H. Press, or by his office--sometimes consisting of written replies but usually consisting of annotations on the requests. Also included are formal letters from State Governors and diplomatic representatives of foreign countries accepting or declining invitations. For other records relating to invitations and tickets, see entries 48, 49, and 60.

RECORDS RELATING TO ORDERS FOR BOX SEATS. Nov. 1952-Jan. 1953. 4 in. 62

Letters, memoranda, and telegrams received by the Chairman of the Box Committee, a subcommittee of the Inaugural Ball Committee, transmitting payment for boxes or box seats. Arranged alphabetically by initial letter of purchaser's surname.

#### Records of the Law and Legislation Committee

GENERAL RECORDS. Dec. 1952-Jan. 1953. 2 in. 63

Correspondence, memoranda, copies of contracts, and other records relating chiefly to the review of contracts and agreements--in order to determine their adequacy and legal correctness. Included are comments on the contract for renting the National Guard Armory for the ball, a copy of the lease of Uline Arena for the festival, a copy of the contract for printing the inaugural program, a sample copy of a contract for the construction of parade floats, and copies of the committee's report. Arranged alphabetically by subject or by kind of record.

#### Records of the Medal Distribution Committee

GENERAL RECORDS. Dec. 1952-Aug. 1953. 3 in. 64

Correspondence, memoranda, order forms, and other records pertaining



to sale of the 1953 Inaugural Medal and referring especially to handling orders for bronze and silver medals, estimating the need for additional medals and placing orders with the Medallie Art Co. for them, and handling accounts payable. Included are minutes of a meeting of the Medal Distribution Committee, a sampling of the orders for medals, and information on medals struck for former inaugurations. Also included are two copies of the report of the 1929 Committee on Medals, Badges, and Souvenirs. Arranged alphabetically by subject, name of person, or kind of record.

#### Records of the Medical Aid Committee

GENERAL RECORDS. Nov. 1952-Feb. 1953. 1/2 in. 65

Correspondence, memoranda, reports, lists, and other records concerning the activities of the Medical Aid Committee and the American Red Cross in furnishing first aid to persons who were injured or who became ill at inaugural events. The records relate to such matters as establishing and maintaining first aid stations, providing emergency ambulance service, and obtaining the cooperation of hospitals in giving emergency service. Included are lists of members of the Medical Aid Committee, copies of its interim and final reports, and records of its expenditures. Unarranged.

#### Records of the Parade Committee

GENERAL RECORDS. Nov. 1952-Jan. 1953. 6 in. 66

Correspondence, memoranda, contracts, and other records pertaining to such matters as the organization of divisions of the parade, participation of veterans in the line of march, the use of questionnaires for obtaining information from parade participants, the sponsoring of parade floats by certain national organizations, publicity about the parade, insurance on helicopters used in the aerial display of the armed services, arrangements for including elephants and other animals in the line of march, the providing of space for the construction of floats, and the use of jeeps in the parade. Included are signed copies of contracts and performance bonds for floats sponsored by national organizations; a copy of a report by James P. Foley, a member of the committee, on the participation of American Indians in the parade; copies of news releases; a report of the Float Committee of the Parade Committee; and a copy of the orders for the parade--General Orders No. 1--issued by the Office of Grand Marshals, Inaugural Parade. Arranged alphabetically by subject.

RECORDS RELATING TO STATE PARTICIPATION IN PARADE. Nov. 1952-Jan. 1953. 6 in. 67

Correspondence, memoranda, contracts, and other records pertaining to the representation of States and Territories in the parade by floats, bands, and other units, and referring especially to such matters as the



construction of floats and the choice of units to represent the States. Included are signed copies of contracts and performance bonds for the construction of the floats representing the States and Territories, and sheets summarizing information on State participation. Arranged alphabetically by name of State.

CORRESPONDENCE OF JAMES P. FOLEY RELATING TO INDIAN PARTICIPATION IN PARADE. Jan. 1953. 3 in. 68

This correspondence is arranged alphabetically by name of State. For Mr. Foley's report on this subject, see entry 66.

RECORDS OF THE FLOAT COMMITTEE. Nov. 1952-Jan. 1953. 3 in. 69

Correspondence, telegrams, and other records pertaining to the work of this committee in arranging for the floats representing States and Territories, and referring chiefly to such matters as obtaining sponsors for the floats, giving approval to proposed designs for them, helping sponsors of floats in their contracts with floatbuilders, providing space and other assistance for float construction, and confirming the readiness of floats to participate in the parade. Included are sketches of floats, samples of contracts and other forms used by the committee, and a float-control chart containing detailed information on each float in the parade. Arranged alphabetically by subject or by kind of record.

#### Records of the Program Committee

GENERAL RECORDS. Nov. 1952-June 1953. 1 in. 70

Correspondence, memoranda, proposals, and other records pertaining to the printing and sale of the official inaugural program and to disposal of excess copies after the inaugural period. Arranged chronologically.

#### Records of the Transportation Committee

GENERAL RECORDS. Dec. 1952-Jan. 1953. 1/2 in. 71

Correspondence, memoranda, news releases, and other records pertaining to such matters as the distribution of inaugural license plates, the appointment of a Railroad Committee of the Transportation Committee, the assignment of cars and drivers to officers of the 1953 Inaugural Committee, and the providing of bus transportation for members of the Republican National Committee and guests of the President-elect and the Vice President-elect from the Capitol to the White House review stands. These records appear to be incomplete and probably do not document all the activities of the committee. Arranged chronologically.

#### Records of the Young Republican Activities Committee

GENERAL CORRESPONDENCE. Dec. 1952-Jan. 1953. 1 in. 72

Chiefly correspondence and memoranda exchanged between the Young



Republican Activities Committee and other committees of the 1953 Inaugural Committee pertaining to the work of the Young Republican Activities Committee in effecting the participation of young Republicans in the inaugural events, sponsoring a Young Republican Reception and a Young Republican Breakfast, supplying volunteers as ushers in the parade stands, offering volunteer workers to certain committees of the 1953 Inaugural Committee, entering a Young Republican Float in the parade, and obtaining invitations to the Inaugural Ball and Governors' Reception for leading young Republicans. Arranged alphabetically by name of committee or by subject.

CORRESPONDENCE RELATING TO YOUNG REPUBLICANS' ATTENDANCE AT THE INAUGURATION. Dec. 1952-Feb. 1953. 5 in.

73

Chiefly copies of letters sent by the Young Republican Activities Committee to leaders of the young Republicans in the States, and letters and telegrams in reply thereto, pertaining to efforts of the committee to help young Republicans attend the inaugural events by obtaining tickets and invitations for them. Arranged alphabetically by name of State.

#### RECORDS OF THE 1957 INAUGURAL COMMITTEE

In 1937 the date of the inauguration was changed from the traditional date of March 4 to January 20. This change appreciably shortened the period during which an inaugural committee, appointed after the presidential election in the preceding November, could operate. By 1956 it had become apparent that some of the preparations for the inaugural events should be completed even before the presidential election.

The appointment of the 1957 Inaugural Committee was preceded not only by some work on inaugural matters by the Government of the District of Columbia but also by the creation of a Pre-Inaugural Committee on Participation in the 1957 Inaugural Ceremonies. In the late summer of 1956 the Commissioners of the District of Columbia appointed the 1956 Pre-Inaugural Committee, consisting of George L. Hart, Chairman of the Republican State Committee in and for the District of Columbia, and Melvin D. Hildreth, Chairman of the Democratic Central Committee of the District of Columbia.

The 1956 Pre-Inaugural Committee performed some valuable services. It obtained, through the General Services Administration, office space in the Liberty Loan Building for the 1957 Inaugural Committee; it initiated an architectural competition for a design for the President's review stand; it made arrangements, through Col. Robert E. Mathe, Assistant-Engineer Commissioner of the District of Columbia, for construction of the parade stands, exclusive of the President's review stand; it reserved the National Guard Armory for a 9-day inaugural period, subject to confirmation by the Chairman of the 1957 Inaugural



Committee; and it reserved some hotel accommodations for the 1957 Inaugural Committee. The location of any records that may have been created by the Pre-Inaugural Committee is not known.

In an appropriation act for the District of Columbia approved June 29, 1956 (70 Stat. 443), Congress appropriated \$155,000 to enable the Commissioners of the District of Columbia to provide additional police and other municipal services, such as the removal and relocation of streetcar platforms and the setting up of comfort stations, first aid stations, and information booths, during the inaugural period of January 15-24, 1957.

The Presidential Inaugural Ceremonies Act approved on August 6, 1956 (70 Stat. 1049), was designed to facilitate not only the work of the 1956 Inaugural Committee but also the activities of future inaugural committees. It followed earlier provisions by Congress for inaugural ceremonies and inaugural committees, especially in regard to granting permits to the Inaugural Committee for the installation of lighting or other electrical facilities, the loan of equipment from the Defense Department, authorizing appropriations for the maintenance of public order and protection of life and property during the inaugural period, and granting the use of certain grounds to the Inaugural Committee.

The Presidential Inaugural Ceremonies Act of 1956 states that the Inaugural Committee is "to be appointed by the President-elect." The General Chairman of the 1957 Inaugural Committee, Robert V. Fleming, however, on page 1 of his report referred to "my appointment as General Chairman by the President and Chairman Leonard W. Hall of the Republican National Committee." After his selection as General Chairman of the 1957 Inaugural Committee, Mr. Fleming appointed his staff officers or "Executive Members," liaison officers, and chairmen of the 34 subcommittees of the Inaugural Committee. For a list of the officers and committees of this Inaugural Committee, see appendix III.

The activities of the 1957 Inaugural Committee reached their peak in December 1956 and January 1957. Soon thereafter the Committee wound up its affairs; and it was terminated on March 29, 1957. Then the Committee, with some help from representatives of the National Archives, assembled the records of most of its officers and committees and removed some duplicate and valueless materials from the records. The remaining records were accessioned by the National Archives in March and April 1957. They include all the records of the Committee that could be assembled for transfer, but they do not include the records of either the Finance Committee or the Audit and Comptroller Committee. The records of the latter committee and James A. Councilor, Jr., as Comptroller of the 1957 Inaugural Committee, are in Mr. Councilor's office in the Wire Building, Washington, D. C. The officers and committee chairmen probably know whether other records of the 1957 Inaugural Committee, in addition to those described in this inventory, are in existence.



## Records of Staff Offices

### Records of the Office of the General Chairman

The records which the National Archives received from the Office of the General Chairman include, except for the General Chairman's report, very few records that document the activities of that Office. Some of the letters and memoranda received and sent by the General Chairman, Robert V. Fleming, are included in the general records of the Office of the Executive Secretary, described in entry 77.

REPORTS FROM OFFICERS AND COMMITTEES. Dec. 1956-Feb. 1957. 10 in. 74

Reports, with some related correspondence and other records, containing accounts of activities in the 1957 inaugural festivities and recommendations on future inaugural events. They were submitted by the General Chairman, the Director of Public Relations, the Committee Coordinator, and the Citizens for Eisenhower-Nixon Liaison Officer. An interim report of the Director of Entertainment is among the records of the Ball Committee (see entry 83). There are reports from the following committees: Armed Services Participation, Audit and Comptroller, Ball, Budget, Concert, Concessions, Decorations, Embassy Hospitality (a subordinate committee of the Official Hostesses and Hospitality Committee), Festival, Finance, General Services, Housing, Inaugural Stands, Insurance, Medical Aid, Nationalities Participation, Official Hostesses and Hospitality, Parade, Parade Tickets, Public Health and Sanitation, Public Safety, Reception for Governors and Special Distinguished Guests, Religious Observance, Transportation, Unauthorized Practices, Veterans Participation, Volunteer Participation, and Young Republican Activities. Also included is a report on Negro participation. The reports are arranged in the order listed.

CORRESPONDENCE WITH THE PUBLIC. Nov. 1956-Feb. 1957. 9 in. 75

Letters from the public addressed to the Inaugural Committee and its General Chairman or to the President of the United States, and replies thereto from the General Chairman, Robert V. Fleming, or from the Executive Secretary, Randolph G. Bishop. They relate chiefly to requests for inaugural medals, parade seats, inaugural programs, and information on varied matters. Arranged alphabetically by initial letter of correspondent's surname.

TAPE RECORDINGS. Dec. 1956-Jan. 1957. 3 rolls. 1 ft. 76

Tape recordings of the proceedings of two meetings of the Office of the General Chairman--one held on December 6, 1956, and the other on December 14, 1956--concerned with such matters as progress reports of subcommittees of the 1957 Inaugural Committee; and a tape recording of a press conference held on December 20, 1956, by the General Chairman, in which he answered questions about activities of the Inaugural Committee. (Nos. 274-1, 274-2, and 274-4, respectively, of the sound recordings in the National Archives.)



## Records of the Office of the Executive Secretary

GENERAL RECORDS. Nov. 1956-Feb. 1957. 8 in.

77

Correspondence, memoranda, minutes, lists, and other records, including correspondence and memoranda of the General Chairman, Robert V. Fleming, and of the Executive Secretary, Randolph G. Bishop. The records relate principally to the activities of the subcommittees of the Inaugural Committee, acceptances of committee appointments, agenda of meetings, subscriptions to the Guaranty Fund, and the establishment of liaison with the Joint Congressional Committee on Inaugural Ceremonies. Included are minutes of a meeting held with representatives of the Musicians' Union, prints of the Inaugural Seal for use on letterheads, the report of the Medal Design Committee, samples of the Inaugural Medal for 1957 and of "Ike" lapel decorations, and a press release concerning an "Inauguration Day" special cancellation by the Post Office Department. Arranged alphabetically by subject, name of committee, or kind of record.

## Records of the Director of Public Relations and Publicity

GENERAL RECORDS. Nov. 1956-Jan. 1957. 2 ft.

78

Correspondence, memoranda, reports, press releases, and other records pertaining to such matters as the preparation of the Official Program, 43rd Inauguration, 1957; issuance of credentials to photographers and representatives of the press, radio, and television; insurance against risks incurred by the Inaugural Committee; staff meetings; and women's activities. Included are sheet music for "Mamie and Ike," written by Meyer Davis; the official photograph of the Inaugural Committee; a complete set of press releases issued by the Inaugural Committee; and reports received from units in the office of the Director of Public Relations. One of these reports, that of A. T. Goulding, Director of the Credentials Division, includes samples of credential tags, badges, and automobile passes; charts showing allocations of space to photographers and representatives of the press, radio, and television; and minutes of the first meeting of the Joint Photographic Committee and a list of its members. Arranged alphabetically by subject or by kind of record.

NEWSPAPER CLIPPINGS. Nov. 1956-Jan. 1957. 1 ft.

79

Clippings relating to inaugural events, from newspapers throughout the United States but chiefly from newspapers in Washington, Baltimore, New York, and Philadelphia. Some information on these clippings is given in the report of the Director of Public Relations, which is among the reports submitted to the General Chairman of the 1957 Inaugural Committee (see entry 74). Unarranged, except that some of the clippings are in a large scrapbook and others are in the envelopes in which they were received from the clipping service.



"WORKING DRAWINGS" OF PARADE STANDS. Oct.-Dec. 1956. 2 in. 80

Positive photostatic copies of blueprint "working drawings" of the parade grandstands, some of which show details of booths and platforms designed for television and radio. Unarranged.

RECORDS OF THE CREDENTIALS DIVISION CONCERNING REQUESTS FOR CREDENTIALS. Dec. 1956-Jan. 1957. 5 ring binders. 8 in. 81

Chiefly correspondence relating to credentials for representatives of radio, television, and the domestic and foreign press. Arranged by source of request: (1) radio and television, (2) domestic press, and (3) foreign press; and thereunder alphabetically by name of station, company, or newspaper.

RECORDS OF THE CREDENTIALS DIVISION CONCERNING ALLOCATION OF CREDENTIALS. Jan. 1957. 8 binders. 4 in. 82

Correspondence, memoranda, and work papers concerning the issuance of credentials to those representatives of radio, television, and the foreign and domestic press covering the ball and the parade. Arranged in three groups: (1) radio and television, (2) foreign press, and (3) domestic press; thereunder alphabetically by name of station, company, or newspaper.

### Records of Committees

#### Records of the Ball Committee

GENERAL RECORDS. Nov. 1956-Feb. 1957. 10 in. 83

Correspondence, memoranda, lists, and other records relating to such matters as protocol at the ball; plans for entertainment and decorations; contracts for renting space at the National Guard Armory, the Sheraton Park Hotel, the Statler Hotel, and the Mayflower Hotel, where balls were held simultaneously; program and tickets; distinguished guests; instructions to members of this committee; and information on earlier balls, contained in newspaper and magazine articles. Included are pictures taken at the 1949 and 1953 Inaugural Balls. Included also is a copy of an interim report submitted by the Director of Entertainment, George Murphy, to the General Chairman. Arranged alphabetically by subject.

RECORDS RELATING TO COMMITTEE MEMBERSHIP. Nov. 1956-Jan. 1957. 5 in. 84

Correspondence consisting chiefly of acceptances to serve on the Ball Committee and its subcommittees but including a few declinations; and subcommittee membership lists. Included are memoranda giving notice of meetings. Arranged alphabetically by name of subcommittee.

CORRESPONDENCE RELATING TO GENERAL INVITATIONS. Dec. 1956-Jan. 1957. 6 in. 85

Correspondence and memoranda relating to the handling of requests for invitations and tickets, some of which were referrals from President



Eisenhower. Included are a few letters extending invitations to serve as a Reception Chairman at one of the four ball locations. Arranged alphabetically by name of person.

CORRESPONDENCE RELATING TO CONGRESSIONAL AND STATE INVITATIONS. Dec. 1956-Jan. 1957. 2 in. 86

Correspondence with Members of Congress and Republican State committees relating to their requests for invitations and tickets. Invitations and tickets were issued according to congressional or State allotments. Correspondence is included for only six States; it was selected by the 1957 Inaugural Committee and the National Archives as being a representative sampling. Arranged alphabetically by name of State (Alabama, California, Indiana, New York, South Carolina, and Texas).

CORRESPONDENCE RELATING TO INVITATIONS TO DISTINGUISHED GUESTS. Dec. 1956-Jan. 1957. 5 in. 87

Correspondence, memoranda, and lists relating to invitations to distinguished guests, including Official Hosts and Hostesses, who were members of the Cabinet and other persons in the President's official family; Patrons and Patronesses, among whom were Ambassadors and members of the United States Supreme Court; and Honor Guests, including Governors of States and Territories and holders of the Congressional Medal of Honor. The records include both acceptances and declinations; many of the latter were received from representatives of the U. S. S. R., Rumania, and Czechoslovakia. Arranged alphabetically by name of guest.

TAPE RECORDING. Dec. 17, 1956. 1 roll. 88

A tape recording of the proceedings of a meeting of the Ball Committee held on December 17, 1956. (No. 274-3 of the sound recordings in the National Archives.)

#### Records of the Festival Committee

TAPE RECORDING. Jan. 2, 1957. 1 roll. 89

A tape recording of the proceedings of a meeting of the Festival Committee held on January 2, 1957, relating chiefly to the distribution of tickets to the festival. (No. 274-5 of the sound recordings in the National Archives.)

#### Records of the General Services Committee

GENERAL RECORDS. Dec. 1956-Jan. 1957. 2 in. 90

Correspondence, memoranda, and lists relating to such matters as selecting ushers, providing badges and insignia, awarding contracts for food, and to the activities of the Inaugural Committee Liaison Officer. Arranged alphabetically by subject or by kind of record.



## Records of the Inaugural Stands Committee

GENERAL RECORDS. Dec. 1956-Feb. 1957. 4 in. 91

Correspondence, memoranda, plans, copies of contracts and bonds, and other records relating to the activities of this committee, including arrangements for snow removal and for comfort facilities along the parade route. Included are copies of contracts executed by the Inaugural Stands Committee; pictures of some faulty stands that resulted in the cancellation of one of the contracts; positive photostatic copies of charts prepared by the Government of the District of Columbia in 1948 in connection with erecting wire cable barricades along the parade route; and a copy of the report of Gen. Thomas A. Lane, Chairman of the Inaugural Stands Committee, which includes an account of the help received from the Government of the District of Columbia, and especially from its Pre-Inaugural Committee. Arranged alphabetically by subject.

DRAWINGS OF GRANDSTANDS. Oct. 1956-Jan. 1957. 1 ft. 92

Positive photostatic copies of blueprint drawings of grandstands and the President's review stand, and related records such as copies of specifications and lists identifying the stands by number, showing the number of seats, and the name of the contractor. Unarranged.

SKETCHES OF THE PRESIDENT'S REVIEW STAND. Nov. 1956. 2 in. 93

Sketches prepared by participants in a contest arranged by the Washington Metropolitan Chapter of the American Institute of Architects. Arranged in two parts: (1) winning sketches, and (2) losing sketches.

## Records of the Insurance Committee

CORRESPONDENCE. Nov. 1956-Mar. 1957. 2 in. 94

Correspondence, memoranda, and intraoffice bulletins relating chiefly to insurance coverage for inaugural activities. Also included is a copy of a preliminary report, from the records of the 1953 Inaugural Committee, concerned with the insurance problems faced by that Committee. Arranged chronologically.

INSURANCE RECORDS. Dec. 1952-Mar. 1953; Dec. 1956-Feb. 1957. 1 in. 95

Copies of insurance policies of the 1953 Inaugural Committee, and insurance policies and related vouchers of the 1957 Inaugural Committee. Arranged by Committee.

## Records of the Official Hostesses and Hospitality Committee

TAPE RECORDING. Jan. 10, 1957. 1 roll. 96

A tape recording of the proceedings of a meeting of the committee on January 10, 1957. (No. 274-6 of the sound recordings in the National Archives.)



## Records of the Parade Committee

GENERAL RECORDS. Nov. 1956-Feb. 1957. 6 in. 97

Correspondence, memoranda, lists, and other records relating to such matters as participation by the military forces, American Indians, and other groups; arrangements by the Metropolitan Police; judging of bands in the parade; free use of new cars for dignitaries; efforts to reduce the time required for the parade; and the choice of an "Uncle Sam" for the parade. Included are reports made by Edward R. Carr, Chairman of the Parade Committee, and a chart showing the extent of each State's participation. Arranged alphabetically by subject.

RECORDS RELATING TO STATE PARTICIPATION IN PARADE. Nov. 1956-Jan. 1957. 1 ft. 98

Correspondence, memoranda, and press releases relating to such matters as the choice of floats, bands, and other units to represent the States; the order of units in the parade and the restoration of Delaware as the first State in the line of march; and notification to the bands winning awards. The correspondence is with Congressmen, Governors and other State officials, State liaison officers, and persons or organizations wishing to be in the parade. Included are questionnaires sent to units participating in the parade, together with answers thereto, and photographs of the units. Arranged alphabetically by name of State.

PARADE CHARTS. Dec. 1956-Jan. 1957. 1 ft. 99

Negative and positive photographic copies of charts of the parade route and of plans for assembling and dispersing parade units. Unarranged.

GENERAL RECORDS OF THE PARADE FLOAT COMMITTEE. Dec. 1956-Jan. 1957. 3 in. 100

Correspondence, work papers, and other records relating to such matters as float insurance, arrangements for the Theme Float, rules and regulations on furnishing and constructing floats, dealings with float contractors, and participation of labor unions in float construction. Included are press releases, certificates of insurance, and minutes of a meeting of the committee. Arranged alphabetically by subject or by name of person.

CONTRACT AND INSURANCE RECORDS OF THE PARADE FLOAT COMMITTEE. Dec. 1956-Jan. 1957. 4 in. 101

Signed copies of contracts, some with specifications attached, between builders and sponsors of floats; performance bonds on the contracts; liability insurance policies on vehicles carrying floats; and some related correspondence. Most of the sponsors represented States or Territories but a few represented national organizations. Arranged alphabetically by name of sponsoring State, Territory, or organization.

## Records of the Parade Tickets Committee

RECORDS RELATING TO DISTRIBUTION OF PARADE TICKETS. Nov. 1956-Feb. 1957. 2 in.

102

Correspondence, memoranda, vouchers, and other records relating to allocation of tickets on a State basis, issuance of tickets to honored guests, and refunds on unused tickets. Arranged alphabetically by subject or by kind of record.

## Records of the Committee on Reception for Governors and Distinguished Guests

GENERAL RECORDS. Nov. 1956-Jan. 1957. 3 in.

103

Correspondence, reports, and other records pertaining to preparations for the 1957 Governors' Reception. Included are agenda for committee meetings; information on its expenditures; reports on the activities of its subcommittees; samples of invitations, badges, and stationery; and a proposed operational plan for the guidance of future committees. Arranged alphabetically by subject.

## Records of the Religious Observance Committee

CORRESPONDENCE RELATING TO THE PRE-INAUGURAL CHURCH SERVICE. Jan. 1957. 1/2 in.

104

Letters of invitation to officials and other prominent persons to attend this service, together with replies thereto. Arranged chronologically.

## Records of the Transportation Committee

GENERAL RECORDS. Nov. 1956-Jan. 1957. 5 in.

105

Correspondence, memoranda, lists, and other records relating to such matters as furnishing automobiles for distinguished guests in the parade, garage space, purchasing and distributing inaugural license plates, using bus and railroad facilities, and appointments to the committee and its subcommittees. Arranged alphabetically by subject.

## Records of the Young Republicans Participation Committee

GENERAL RECORDS. Nov. 1956-Jan. 1957. 2 in.

106

Correspondence, memoranda, contracts, and other records relating to such activities of the committee as supplying volunteer workers to other committees and sponsoring a Women's "brunch," a reception, a ceremony entitled "America's Dedication to World Peace," and a float in the parade. Arranged chronologically.





## APPENDIX I

### Staff Officers or Offices, Liaison Officers, and Committees of the 1949 Inaugural Committee

In the list below, an asterisk designates the offices, officers, and committees the records of which have been accessioned by the National Archives.

#### Staff Officers

*General Chairman	Melvin D. Hildreth
Vice Chairmen	Oscar L. Chapman
	Robert V. Fleming
	Wayne C. Grover
	Mrs. J. Borden Harriman
	Stephen H. Harrington
	Louis Johnson
	Alfons B. Landa
	Guy Mason
	Welburn Mayock
	Arthur Clarendon Smith
	Charles Stofberg
	Albert L. Wheeler
	Brig. Gen. Gordon R. Young
	John Russell Young
*Executive Secretary	Joseph S. Evans, Jr.
Secretary	Katherine C. Blackburn
Treasurer	Corcoran Thom
Assistant Treasurer	James F. Willett
National Music Chairman	James C. Petrillo
Director of Publicity (Publicity Office)	Samuel C. Brightman
Director of Radio	Kenneth D. Fry
*Archivist	Seymour J. Pomrenze
*Auditor (Budget and Audit Con- trol Office)	Milton E. Maybruck
*Administrative Officers	Thomas Q. Beesley
	H. L. Kemp
	J. E. Graham
	J. A. McEnrue
Aide to General Chairman	Dennis Gallagher II

#### Liaison Officers

Joint Congressional Inaugural Committee	Miss Bertha Joseph
White House	William M. Boyle, Jr.



Other Liaison Officers

Leslie L. Biffle  
James William Bryan  
William C. Cleary  
Joseph F. Major  
William Neale Roach

Committees and Committee Chairmen

\*Agriculture

Armed Forces

Budget and Audit Control

Chinese Parade Participation

Civic and Business Participation

College Participation

\*Concessions

Decorations

Department Store Exhibits

Finance

Finance (Maryland)

Finance (Virginia)

Fireworks

Freedom Train

\*General Services

\*Government Department Liaison  
and Ticket Sales

Grandstand Construction

\*Grandstand Construction (Port-  
able)

\*Grandstand Sales

Historic Sites

\*Hospitality and Housing

\*Inaugural Ball

\*Insurance

Labor Participation

Labor Relations

\*Legal and Legislative

\*Medals

\*Medal Sales

Medical Aid

Motion Picture

James G. Patton

Col. Charles W. Gettys

Milton E. Maybruck

Dr. C. C. Hung

Arthur Clarendon Smith, Sr.

Dr. Paul Douglas

Richard H. Mansfield

Benjamin C. Sigal

Ben Strouse

Robert V. Fleming

T. Howard Duckett

William D. Pawley

C. Melvin Sharpe

Mrs. Charles F. Brannan

William Armstrong

Joseph F. Major

Brig. Gen. Gordon R. Young

J. C. Turner

John F. Morrissey

John Clagett Proctor

Mrs. Ernest K. Lindley

Cochairmen:

Mrs. George Mesta

Edgar Morris

Wilson W. Wyatt

Thomas P. Morgan, Jr.

Cochairmen:

Tilford Dudley

A. F. Hayes

Joseph D. Keenan

Frank J. O'Connor

Gerhard P. Van Arkel

Mrs. Nellie Tayloe Ross

H. L. Kemp

Dr. Ross T. McIntire

Melvyn Douglas

Museums  
 National Advertising  
 National Participation  
 Office Audit and Bonds  
 Outdoor Advertising  
 \*Parade and Special Events  
   \*Coordinator for the Parade  
     Parade Committees:  
       \*Band  
       \*Civic Participation  
       \*Float  
  
 Coordinator for the Gala  
   Gala Committees:  
     \*Arrangements  
       Communications  
       Decorations  
       Finance  
     \*Inaugural Music  
       Production  
  
     \*Program and Printing  
     \*Reception  
       Tickets  
       Transportation  
   Special Committees:  
     \*Special Exhibits and Cul-  
       tural Activities:  
       Entertainment:  
 Program  
 Public Building Participation  
 Public Relations  
 Public Safety  
 \*Reception for Governors and  
   Distinguished Guests  
 Reception for Distinguished Women  
   Guests  
 Religious Observance  
  
 Sanitation  
 \*State Groups  
  
 \*Transportation (Domestic)  
 \*Transportation and Information  
   (National)

Dr. Alexander Wetmore  
 Samuel O. Youngheart  
 William L. Houston  
 Clement F. Preller  
 J. E. Shoemaker  
 Carter T. Barron  
 Clarence Arata

Maj. William F. Santelmann  
 Lowell Mason  
 Cochairmen:  
   Hardie Meakin  
   Robert E. Fowler  
 Frank LaFalce

Col. Edwin S. Bettelheim  
 Bryson Rash  
 Leon Chatelain, Jr.  
 Lanier P. McLachlen  
 Paul J. Schwartz  
 James Sauter, Chairman  
 Allan Zee, Cochairman  
 Rick J. LaFalce  
 Harry E. Lohmeyer  
 Frank M. Boucher  
 Jack Blank

Harry N. Peterson  
 A. Julian Brylawski  
 Edward Boykin  
 W. E. Reynolds  
 James William Bryan  
 Maj. Robert J. Barrett

Joseph E. Davies

Mrs. India Edwards  
 Cochairmen:  
   Rev. Edward H. Pruden  
   Rev. Joseph E. Gedra  
   Rabbi Norman Gerstenfeld  
 Harold A. Kemp  
 D. E. McQueary, Vice Chairman  
 South Trimble, Jr., Cochairman  
 J. Lacey Reynolds, Vice Chairman  
 Thomas P. Morgan, Jr.

Stephen H. Harrington



United Nations Participation  
\*Veterans  
Visiting Lawyers Reception  
Ways and Means  
Young Democrats Participation

Arthur Sweetser  
Harlan Wood  
Lowry N. Coe  
A. L. Wheeler  
Harold V. Boisvert

## APPENDIX II

### Staff Officers or Offices, Liaison Officers, and Committees of the 1953 Inaugural Committee

In the list below, an asterisk designates the offices, officers, and committees the records of which have been accessioned by the National Archives.

#### Staff Officers

*Chairman	Joseph C. McGarraghy
*Assistant to the Chairman	George L. Hart, Jr.
Vice Chairmen	Clyde D. Garrett
	Mrs. Howard A. Coffin
	L. Corrin Strong
	Mrs. Montgomery Blair
*Executive Secretary	Warren L. Stephenson
Secretary	Mrs. Janet Barnes
Treasurer	Robert V. Fleming
Assistant Treasurer	John M. Christie
Director of Entertainment	George Murphy
*Director of Publicity	James C. Austin
Director of Radio and TV (Section)	Edward T. Ingle
Director of Press Section	John Underhill

#### Liaison Officers

Joint Congressional Inaugural Committee	J. Mark Trice
Other Liaison Officers	Harlan I. Peyton
	Douglas Whitlock

#### Committees and Committee Chairmen

Armed Services Participation	Maj. Gen. E. K. Wright
*Audit	James A. Councilor
Budget	John A. Reilly
Civic Participation	Cochairmen:
	Joseph A. Kaufmann
	Dr. C. H. Marshall, Jr.
Concert	Clyde D. Garrett
*Concessions	Maury L. Nee
*Decorations	James E. Colliflower
Ethnic	George Papanicolas
*Festival	Mrs. A. Burks Summers
Finance	Bruce Baird



\*General Services

\*Hospitality

Housing

\*Inaugural Ball

Inaugural Stands

Insurance

Labor Participation

\*Law and Legislation

Medal Design

\*Medal Distribution

\*Medical Aid

\*Parade

\*Program

Public Health and Sanitation

Public Safety

Reception of Governors and

Distinguished Guests

Religious Observance

State Societies Participation

\*Transportation

Unauthorized Practices

Veterans Participation

Volunteer Participation

\*Young Republican Activities

William Armstrong

Mrs. G. Gordon Moore, Jr.

Lewis T. Breuninger

Cochairmen:

Mrs. Howard A. Coffin

L. Corrin Strong

Brig. Gen. Bernard L. Robinson

Leonard P. Walsh

Cochairmen:

C. F. Preller

Glenn E. Watts

Robert E. McLaughlin

Mrs. L. Corrin Strong

Gilbert Hahn, Jr.

Mrs. Montgomery Blair

Edward R. Carr

Harry L. Merrick

Harold A. Kemp

Maj. Robert V. Murray

Edward F. Colladay

Cochairmen:

Most Rev. Patrick A. O'Boyle

Rt. Rev. Angus Dun

Rabbi Norman Gerstenfeld

John K. Slear

Fred A. Smith

Normal C. Kal

John Lewis Smith, Jr.

Mrs. Janet W. Barnes

Carl L. Shipley

### APPENDIX III

#### Staff Officers or Offices, Liaison Officers, and Committees of the 1957 Inaugural Committee

In the list below, an asterisk designates the offices, officers, and committees the records of which have been accessioned by the National Archives.

#### Staff Officers

*General Chairman	Robert V. Fleming
Executive Vice Chairman	Lewis T. Breuninger
Vice Chairmen	Edward Burling, Jr.
	Mrs. Howard A. Coffin
	Clyde D. Garrett
	George L. Hart, Jr.
	David B. Karrick
	Brig. Gen. Thomas A. Lane
	Robert E. McLaughlin
	Samuel Spencer
	J. Franklin Wilson
General Counsel	James C. Wilkes
Treasurer	Bruce Baird
Finance Chairman	John A. Reilly
Budget Chairman	Daniel W. Bell
Comptroller	James A. Councilor, Jr.
Assistant to the Chairman	John M. Christie
*Executive Secretary	Randolph G. Bishop
Secretary	Douglas Whitlock
Director of Entertainment	George Murphy
*Director of Public Relations and Publicity	L. Richard Guylay
Executive Assistant	Clarence G. Adamy

#### Liaison Officers

Liaison Officer for Inaugural Committees	William Armstrong
Committee Coordinator	Grahame T. Smallwood, Jr.
Republican National Committee	Bertha S. Adkins
White House	Thomas E. Stephens
Joint Congressional Committee on Inaugural Ceremonies	J. Mark Trice
Protocol	John F. Simmons
Citizens for Eisenhower	Alexis Doster



## Committees and Committee Chairmen

Armed Services Participation	Maj. Gen. J. C. Van Houten
Audit and Comptroller	James A. Councilor, Jr.
*Ball	Carl L. Shipley
Budget	Daniel W. Bell
Concert	Clyde Garrett
Concessions	Ralph E. Becker
Decorations	Cochairmen:
	Granville Gude
	Richard D. Gibbs
Festivall <sup>1</sup>	Mrs. A. Burks Summers
Finance	John A. Reilly
*General Services	William Armstrong
Housing	A. B. Hermann
*Inaugural Stands	Brig. Gen. Thomas A. Lane
*Insurance	John J. Sirica
Labor Participation	Cochairmen:
	F. O'Connell
	C. F. Preller
Law and Legislation	James C. Wilkes
Medal Design	David E. Finley
Medal Distribution	Gilbert Hahn, Jr.
Medical Aid	Mrs. B. Lowndes Jackson, Jr.
Nationalities Participation	Philip A. Guarino
Official Hostesses and Hospitality <sup>1</sup>	
Official Program	Mrs. Howard A. Coffin
*Parade	Harry L. Merrick
*Parade Tickets	Edward R. Carr
Public Health and Sanitation	John Tope
Public Safety	Dr. Daniel L. Seckinger
*Reception for Governors and Distinguished Guests	Chief of Police Robert V. Murray
*Religious Observance	
	Edward F. Colladay
	Cochairmen:
	Rt. Rev. Angus Dun
	Rev. Dr. Edward L. R. Elson
	Dr. Norman Gerstenfeld
	Most Rev. Patrick A. O'Boyle
	Rabbi Tzvi H. Porath
	Rev. Albert P. Shirkey

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<sup>1</sup>Records of this Committee accessioned by the National Archives consist of a tape recording only.

State Societies  
\*Transportation  
Unauthorized Practices  
Veterans Participation  
Volunteer Participation  
\*Young Republicans Participation

Jack Spain  
Frank A. Leon  
Dewey Zirkin  
John Lewis Smith, Jr.  
Mrs. Mark H. Cornell  
Herman F. Scheurer, Jr.





For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.





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PRELIMINARY



INVENTORIES

Number 132

RECORDS OF THE OFFICE OF COMMUNITY WAR SERVICES

Compiled by Estelle Rebec

The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1960





PRELIMINARY INVENTORY OF THE RECORDS OF THE  
OFFICE OF COMMUNITY WAR SERVICES

(Record Group 215)

Compiled by Estelle Rebec



The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1960



National Archives Publication No. 61-9

Library of Congress Catalog Card No. A60-9913

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in some 300 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 10,000 rolls of this microfilm, many of which are described in the List of National Archives Microfilm Publications (1953), are now available for purchase.





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## INTRODUCTION

The Office of Community War Services, generally known as the OCWS, was the last of three agencies established successively within the defense and war periods to develop and coordinate programs to meet emergency needs in the fields of health, medical care, welfare, recreation, education, and nutrition. The first of these agencies, the Office of the Coordinator of Health, Welfare, and Related Defense Activities, had its origin in the appointment of the Federal Security Administrator by the Council of National Defense on November 28, 1940, as coordinator of all health, medical, welfare, nutrition, recreation, and related fields of activity affecting the national defense. The Office of the Coordinator was superseded by the Office of Defense Health and Welfare Services (ODHWS), which was established within the Office for Emergency Management by an Executive order of September 3, 1941. The Federal Security Administrator, who had previously served as Coordinator, was named Director of the new agency. On April 29, 1943, by an Executive order, the Office of Defense Health and Welfare Services was superseded by the Office of Community War Services, established within the Federal Security Agency. The specific responsibility of the OCWS and its predecessors was to meet the needs of the thousands of communities so expanded or otherwise affected by defense production and war that their local public and private organizations were unable to provide normal community services.

The OCWS was a coordinating agency working through and with other Federal, State, and local agencies and national private organizations and their local units. Among the cooperating Federal agencies were the Army, the Navy, the Office of Civilian Defense, the War Manpower Commission, the Federal Works Agency, the War Production Board, the Federal Housing Authority, the Office of Defense Transportation, the Public Health Service, the Children's Bureau, the Office of Education, the War Food Administration, and the War Relocation Authority. The private organizations included the United Service Organizations, the American Red Cross, Community Chests and Councils, the American Social Hygiene Association, the National Recreation Association, the National Parent-Teachers Association, and the Junior Leagues of America. It was the policy of the OCWS to use the services of established agencies to carry out OCWS functions, wherever there were existing agencies, and to establish operating programs only where no appropriate agencies existed. Two of its responsibilities were not within the scope of any other Federal agency--recreation and social protection.

Organizationally the OCWS operated at national, regional, and local levels. The agency was headed by a Director whose office was responsible for the overall planning and development of policies and programs and for coordinating the programs of other public and private agencies concerned with meeting community wartime needs. Paul V. McNutt, the Federal



Security Administrator, served as Coordinator of Health, Welfare, and Related Defense Activities and as Director of the ODHWS from November 1940 to April 28, 1943. Charles P. Taft, OCWS Director from April 29, 1943, to November 21, 1943, was succeeded by Mark A. McCloskey, who served from November 22, 1943, to June 30, 1945, and by Watson Miller, who served until the office was terminated. The Director's staff included an Information Officer and, after August 1943, an Executive Officer. Assisting the Director was an Interdepartmental Advisory Council, established by the Council of National Defense in January 1941 and composed of representatives of 20 Federal agencies.

The main operating units of the OCWS were the Recreation and Social Protection Divisions. The Recreation Division was established in January 1941, with the appointment of Mark A. McCloskey as Director, to stimulate and promote recreation programs in communities adjacent to military posts and in communities affected by the needs of industrial war workers and their families. When the Division and its functions were transferred to the Office of Defense Health and Welfare Services, it became a subordinate unit in the Division of Health and Welfare. On transfer to the OCWS, it again resumed divisional status. Working through a staff of field representatives, the Division advised and encouraged existing local and State recreation agencies to organize leisure-time activities for the armed forces and for civilians in war-congested areas. It certified, to the War Production Board, plans for recreation buildings that needed priorities for materials, and it collaborated with the Federal Works Agency in planning recreation buildings to be erected with Federal funds available under the Lanham Act. The Division's representatives aided communities in organizing local war recreation committees and helped them study their problems, appraise their recreational facilities, and organize local resources.

The Social Protection Division was established in March 1941 in the Office of the Coordinator of Health, Welfare, and Related Defense Activities. It became a part of the ODHWS Division of Health and Welfare and, on transfer to the OCWS, it again became a division. The Division was responsible for organizing and conducting a national program to check the spread of venereal disease and to repress prostitution in defense areas. Its work was coordinated with the venereal disease control program of the Army, the Navy, and the U. S. Public Health Service through the Interdepartmental Committee on Venereal Disease Control established by the Secretaries of War and Navy and the Federal Security Administrator. The Division relied mainly on the voluntary cooperation of local officials and private agencies in carrying out its work. Under terms of the May Act, approved July 11, 1941, however, prostitution in areas near military or naval establishments was made a Federal offense. At the request of the Army, the Navy, or local officials, the Division's field representatives went into affected communities to develop community responsibility and acceptance for a social protection program



and to coordinate the activities of the police, local health officers, welfare agencies, and community leaders in attacking the problem from all angles. The Division was concerned not only with the repression of prostitution but also with measures for the protection of girls from involvement in prostitution and for the constructive treatment and social rehabilitation of girls and women who became so involved. Two nongovernmental committees aided the Division in its work--the National Advisory Police Committee on Social Protection and the National Women's Advisory Committee on Social Protection.

The Day Care Division, known also as the Children's Care Division, was originally established as a section within the Health and Welfare Division of the Office of Defense Health and Welfare Services in July 1942. It assumed divisional status on transfer to the OCWS. The Division was responsible for promoting and coordinating Federal programs for the care of children of mothers employed in essential activities. In collaboration with the Children's Bureau and the Office of Education it dispensed allotments from the President's Emergency Fund to the welfare and education departments of interested States for the employment of personnel to plan and develop the necessary services. Funds were also made available, under the Lanham Act, to communities for the construction, maintenance, and operation of nursery schools, extended school services, and day care centers. The Division became a clearinghouse of information on the need for and the method of organization of child care services. Several other Federal agencies were involved in the child care program--the War Manpower Commission, the Federal Works Agency, the Federal Security Agency, the Federal Housing Authority, the Farm Security Administration, and the Office of Civilian Defense. The Division was discontinued on June 30, 1943.

The Field Operations Division (previously called the Program Operations Branch and the Field Operations Branch) had charge of overall regional and field operations of the OCWS and of coordinating the activities of the regional representatives of the Recreation and Social Protection Divisions. It also kept in touch with the field activities of the various cooperating agencies in order to promote more effective handling of health, welfare, recreation, and other community problems.

Several other organizational units that were outgrowths of the original Office of the Coordinator were either abolished or transferred to other agencies before the establishment of the OCWS. The functions and records of the Nutrition Division, established within the ODHWS to organize a nation-wide campaign for the improvement of nutritional standards and food habits, were transferred by an Executive order on March 6, 1943, to the Food Distribution Administration of the Department of Agriculture. The Procurement and Assignment Service, created in October 1941 to recruit, allocate, and relocate doctors, dentists, and veterinarians for both military and civilian needs, was transferred on



April 18, 1942, to the War Manpower Commission. The Family Security Committee, organized on February 12, 1941, to advise the Office of the Coordinator on matters pertaining to family welfare and security, was terminated on December 17, 1942, and most of its functions were absorbed by the Bureau of Public Assistance of the Social Security Board. The Committee on Community Organization, established on September 10, 1941, to advise the ODHWS Director on problems resulting from the migration of war workers to congested production areas and from the concentration of servicemen in areas lacking recreational facilities, became inactive after the establishment of the President's Committee for Congested Production Areas in April 1943.

Closely associated with the OCWS and its predecessors were the Health and Medical Committee and the Committee on Physical Fitness. The former Committee was set up on September 19, 1940, by the Council of National Defense to advise the Council on the health and welfare aspects of national defense and to coordinate health and medical activities affecting national defense. The same Council order that created the Office of the Coordinator on November 28, 1940, transferred the Health and Medical Committee to the Federal Security Agency, where it remained until it was transferred to the Office of Defense Health and Welfare Services when that Office was established in September 1941. When the ODHWS was terminated in April 1943, the Committee was allocated to the Office of the Administrator, Federal Security Agency, where it soon became inactive. The Committee on Physical Fitness, which grew from the ODHWS Division of Physical Fitness, was separately established within the Office of the Administrator, Federal Security Agency, by the Executive order of April 29, 1943, that created the OCWS. Its function was to promote popular interest in the improvement of health and physical fitness as part of the war effort. The Committee was terminated on June 30, 1945.

In the field, the OCWS, like its predecessors, used the regional directors of the Social Security Board as its regional directors and as chairmen of its regional advisory councils. These councils were made up of regional representatives of the Federal agencies represented on the Interdepartmental Advisory Council attached to OCWS headquarters. The regional councils maintained close liaison with State defense and war councils, organized under the Office of Civilian Defense to serve as clearinghouses on matters involving civilian war effort. The assistant regional director in each region was responsible for the operation of the OCWS office, and there was a regional representative in charge of each of the two operating divisions--Recreation and Social Protection. Field representatives, who were specialists in recreation and social protection, were assigned to areas, as needed, to aid communities with their special problems. Within the local communities the OCWS representatives usually worked through the local war councils established to coordinate war activities.

On June 30, 1946, the OCWS was terminated except for its Recreation Division, which remained in existence until June 30, 1947. During the final year of its operation the Division, in cooperation with the United Service Organizations (USO), was primarily concerned with the maintenance and operation of recreation buildings constructed with Federal funds. Between July 1947 and May 1948 the work of liquidating the OCWS was carried out by the Federal Security Agency's Deputy Commissioner for Special Services.

The records described in this inventory are designated as Record Group 215, Records of the Office of Community War Services, and amount to 240 cubic feet. Received from the Federal Security Agency, they consist of headquarters records of the OCWS and its predecessors and of Region II records, accessioned by the National Archives as those of a representative field office. There may be other field office records among the record holdings of the Department of Health, Education, and Welfare regional offices. The personnel records of the OCWS and its predecessors are at the Federal Records Center in St. Louis.

The records of the OCWS and its predecessors are almost completely interfiled since each of the agencies inherited the records as well as the functions of its predecessors. For purposes of this inventory, the headquarters records have been grouped into general, divisional, and committee records. The records of Region II have been described under regional records.





# RECORDS OF THE OFFICE OF COMMUNITY WAR SERVICES

## HEADQUARTERS RECORDS

### General Records

ODHWS DOCUMENTATION FILE. 1940-43. 3 in.

1

Materials which were collected to document the history of the Office of Defense Health and Welfare Services ("Records of War Administration"). They include copies of Executive orders and orders of the Council of National Defense, texts of public laws, correspondence, memoranda, reports and statements, progress reports, ODHWS publications, organization charts, personnel rosters and directories, copies of interagency agreements, and press releases pertaining to the establishment, organization, and functions of the agency and its relationship to other defense and war agencies. Arranged by topic or constituent unit.

HANDBOOK OF BASIC ODHWS DOCUMENTS. 1941-43. 3 in.

2

Memoranda, statements, reports, copies of interagency agreements, copies of Executive orders, texts of public laws, and press releases pertaining to the functions, programs, and plans of the ODHWS and its operating relationships with other agencies. Arranged in three parts: Executive orders, interagency agreements, and programs and plans; and thereunder, respectively, chronologically, by agency, and by organizational unit.

SUBJECT-CLASSIFIED CENTRAL FILES. 1940-47. 209 ft.

3

Correspondence, memoranda, telegrams, reports and studies, agenda for and minutes of meetings, statistics, press releases, speeches, newsletters, newspaper clippings, magazine articles, and publications and issuances of other organizations, public and private. The records pertain to the organization, functions, and administration of the ODHWS and the OCWS; their relationships with other Federal agencies and their contracts with associations and organizations other than cooperating agencies; the operation of their various programs and services; and community problems in war areas. Arranged in two groups, 1940-44 and 1944-47, then under four main headings--general, regional, State, and foreign (regional, numerically, and State, alphabetically), and thereunder according to a subject-numeric scheme, which was a part of the Federal Security Agency's filing system. A list of the main subject headings of the filing scheme is included as appendix I.

### Records of the Office of the Director

GENERAL RECORDS. 1941-45. 7 ft.

4

Mainly correspondence, memoranda, telegrams, reports, agenda for and minutes of meetings, statistics, copies of magazine articles, copies of issuances and publications of other Federal agencies, speeches, news-



paper clippings, copies of legislative bills, and press releases. The records relate mainly to the programs and activities of other Federal agencies in the fields of health and welfare (the Children's Bureau, the U. S. Public Health Service, the Committee for Congested Production Areas, and the Social Security Board) and liaison with these offices; recreation planning for the armed forces; the problem of dependency allowances for servicemen's families; civilian evacuation plans; industrial health and safety programs; methods of treatment and prevention of juvenile delinquency; race relation questions and areas of racial tension; and State postwar planning programs. Arranged alphabetically by subject or by name of agency.

HEADQUARTERS POLICY MEMORANDA. 1941-44. 1/2 in.

5

Memoranda sent by the Director and division directors of the OCWS to the central office staff and the Federal Security Agency. They pertain to procedural matters, office management, relationship with other agencies, and OCWS programs. Arranged chronologically.

RECORDS RELATING TO CRITICAL AREAS. 1944-45. 1 in.

6

Memoranda, telegrams, and lists relating to the selection of critical areas for intensive OCWS activity, outlines of programs for these areas, and liaison activities with the War Manpower Commission on these programs. Arranged numerically by region, with some material pertaining to all regions at the beginning of the file.

FWA CORRESPONDENCE. 1941-45. 4 in.

7

Copies of letters and memoranda sent to the Federal Works Agency (FWA), copies of OCWS correspondence and memoranda referring to the FWA, copies of interagency agreements, and copies of FWA issuances relating to its programs and projects in which the OCWS had either an interest or a share. Arranged chronologically.

RECORDS RELATING TO THE JOINT COMMITTEE ON EVACUATION. 1942-43.

1 in.

8

Mainly evacuation bulletins and policy memoranda issued by the Joint Committee on Evacuation (made up of representatives of the Office of Civilian Defense and the OCWS) to regional evacuation officers and field consultants, dealing with evacuation in the case of enemy attack. They relate to the establishment of State and local evacuation authorities and their responsibilities and functions, Federal and State financial responsibilities in an evacuation program, the preparation of evacuation plans, and the development of health and medical care programs for evacuees. Included are reports relating to the functions of the Committee and lists of State evacuation authorities, committees, and officers. Arranged chronologically.

RECORDS RELATING TO CIVILIAN WAR AID PROGRAM. 1942-43. 1 in.

9

Mainly correspondence, memoranda, statements, and reports; copies of



congressional bills and transcripts of committee hearings; and copies of procedural and informational issuances of the Office of Civilian Defense, the Public Health Service, and the Social Security Board. The records relate to the development of an emergency program for the relief of civilian distress resulting from enemy action and for the operation of services necessary to protect the health and welfare of civilians in war stricken areas, the allocation of funds for the program from the President's Emergency Fund, and the specific functions of the agencies taking part in the program. Arranged by subject.

RECORDS RELATING TO YOUTH PROGRAMS. July-Oct. 1944. 2 in. 10

Agenda, minutes, and transcripts of meetings and related correspondence and memoranda pertaining to special regional meetings of the OCWS staff and representatives of interested Federal agencies held in the fall of 1944, at the request of the OCWS Director, to discuss community programs for children and youth. Arranged numerically by region, with some general material at the beginning of the file.

#### Records of the Executive Officer

READING FILE OF DEAN SNYDER. July 1942-Dec. 1945. 2 ft. 11

Copies of memoranda, letters, and telegrams sent by Mr. Snyder, who served successively as the Director of the Program Operations Branch and the Field Operations Branch and as Executive Officer of the OCWS. Included also are copies of letters prepared in Mr. Snyder's office for the signature of the OCWS Director. Arranged chronologically. For earlier records of the Program Operations Branch, under Alvin Roseman, see entry 48.

WEEKLY OPERATIONS PROGRESS REPORT. Jan. 1941-Feb. 1942. 1/2 in. 12

Mimeographed copies of the ODHWS "Weekly Operations Progress Report" containing information on the activities of the Office, chiefly concerning appointments and meetings. Arranged chronologically.

RECORDS RELATING TO STAFFING SCHEDULES. 1942-46. 5 in. 13

Copies of staffing schedules, and interoffice memoranda and telegrams relating to the preparation and revision of staffing schedules, personnel transactions such as appointments, resignations, and transfers, and personnel recruiting. Arranged chronologically by year.

BUDGETARY RECORDS. 1942-46. 5 in. 14

Correspondence, memoranda, telegrams, forms, staffing schedules, and budget estimates and justifications relating to the preparation and submission of budget estimates to the Bureau of the Budget and to Congress. Arranged chronologically by fiscal year.

RECORDS RELATING TO APPROPRIATION BILLS. 1941-46. 5 in. 15

Copies of OCWS appropriation bills, and related hearing and confer-



ence reports. Included also are OCWS organization charts. Arranged chronologically by fiscal year, with the organization charts at the end of the series.

## Records of the Recreation Division

### Records of the Director's Office

GENERAL RECORDS. 1941-46. 5 ft. 16

Correspondence, memoranda, telegrams, reports, statistics, instructional and informational memoranda, Government and private publications, budget estimates, and newspaper clippings. The records relate mainly to administrative and personnel matters; the construction of recreation centers as war public-service projects and their disposition by the Federal Works Agency; and recreation problems affecting industrial workers, children, servicemen, and Negroes. Arranged by subject.

RECORDS OF THE ASSOCIATE DIRECTOR. 1942-46. 10 in. 17

Correspondence, memoranda, agenda for meetings, drafts of film and radio scripts, copies of H.R. 5 (see entry 31), and copies of Children's Bureau publications and Office of Defense Transportation regulations relating to the policy regarding wartime transportation for day care centers and summer camps, the preparation of a film relating to teenage centers, the promotion of H.R. 5, and meetings of the Children's Bureau Advisory Committee on Leisure-Time Services to Children. Included also are serially numbered procedural and informational memoranda sent by the Director of the Recreation Division to regional and field recreation representatives. Arranged by subject except for the memoranda, which are arranged numerically by serial number.

REGIONAL CORRESPONDENCE. 1945-46. 5 in. 18

Correspondence, memoranda, and copies of minutes of USO regional staff conferences relating mainly to the postwar curtailment of USO operations and the postwar changes in military situations affecting community planning. Arranged numerically by region and thereunder chronologically.

RECORDS RELATING TO JUVENILE DELINQUENCY. 1942-46. 5 in. 19

Mainly interoffice and interagency memoranda; reports of regional recreation representatives; agenda for meetings; copies of speeches; newspaper clippings; and publications of other Federal agencies, State and local governments, and private welfare and recreation agencies. The records relate to community programs for controlling juvenile delinquency, the activities of Federal agencies with reference to the delinquency problem, and the experiences of various communities with juvenile curfew laws. Arranged by subject.



RECORDS RELATING TO YOUTH CENTERS. 1944-45. 2 ft. 20

Mainly publications and pamphlets issued by State and local recreational and educational bodies, youth organizations, the OCWS, and private organizations; newspaper clippings and articles; and reports; but including also some correspondence and memoranda. These relate to the organization, programs, and activities of community teenage clubs and to suggestions for the establishment of such clubs. Included also are completed Recreation Division questionnaires from youth centers giving information on the number of members, the method of financing, the activities, and the extent to which young people were represented in their planning and operation. Arranged by region and then under these headings: reports, correspondence, publications, questionnaires, and newspaper clippings, with some general material at the beginning of the file.

RECORDS RELATING TO YOUTH PROBLEMS. 1941-45. 5 in. 21

Mainly reports from regional recreation representatives, agenda for meetings, miscellaneous Government and private publications (Federal, State, and local agencies, religious organizations, and recreation associations), copies of speeches, newspaper clippings, and some correspondence and memoranda relating to the impact of war on children and adolescents, opportunities for youth serving the war effort, and community measures for recreation and protection of youth. Included are letters received from local authorities (mayors, city councils, school directors, public welfare boards, and recreation departments) in reply to questions asked by OCWS regional recreation representatives about recreation as a preventive in juvenile delinquency and Federal assistance for recreation programs. These opinions were apparently solicited in connection with a 1943 Senate hearing on juvenile delinquency. Arranged by subject or type of material.

RECORDS RELATING TO LIVING WAR MEMORIALS. 1944-45. 1 ft. 22

Mainly correspondence, memoranda, reports, pamphlets and brochures, copies and reprints of magazine articles, newspaper clippings, and press releases relating to the promotion of the idea of living war memorials and to community planning for and construction of such memorials. Included are bibliographies on war memorials. Arranged by subject or region.

MOTION PICTURE. 1942. 1 reel. 23

One 16-mm. motion picture sound film entitled "When Work Is Done." This film, produced by the Office of War Information in cooperation with the Recreation Division, deals with housing shortages in Sylacauga, Ala.

#### Other Records

GENERAL RECORDS. 1941-48. 9 ft. 24

Correspondence, memoranda, reports, drafts of OCWS publications,



statistical materials, radio scripts, speeches, excerpts from budget estimates, reference materials (including issuances and publications of the Federal Security Agency, the Office of War Information, the United Service Organizations, State and county recreation and welfare agencies, church groups, and recreation associations), magazine articles written by OCWS staff members, and newspaper clippings relating mainly to the functions, objectives, and program of the Recreation Division; its relationship to other Federal agencies and to the USO; the construction, use, and postwar disposition of Federal recreation buildings under the Lanham Act; and the preparation of Division publications and public and official reaction to them. Arranged alphabetically by subject, name of person, or name of agency.

REGIONAL CORRESPONDENCE. 1941-42. 9 ft.

25

Correspondence, memoranda, telegrams, reports, Public Works Administration docket forms and newspaper clippings relating mainly to the development of defense recreation projects before the passage of the Lanham Act (particularly with respect to surveys to determine their need) and the approval or disapproval of applications for Public Works Administration or Work Projects Administration grants. Arranged numerically by region and thereunder by State and community, with material relating to U. S. possessions and bases at the end of the file.

REGIONAL CORRESPONDENCE. 1941-46. 7 ft.

26

Mainly reports of regional recreation representatives, correspondence, memoranda, surveys, Federal Works Agency project summary forms for Lanham Act projects, lists, and completed questionnaires relating to application and justification for Federal assistance. Included for North Carolina (Region 4) are reports written by Federal Security Agency representatives at the Carolina Army maneuvers of October-November 1941 pertaining to USO and community recreation programs offered the soldiers. Arranged by region and thereunder by State and/or community.

MEMORANDA TO REGIONAL AND FIELD REPRESENTATIVES. 1941-45. 1 ft.

27

Copies of memoranda sent by headquarters to regional and field recreation representatives relating mainly to policy decisions, operating procedures, and administrative matters. Arranged numerically by serial number, 100-411, with some unnumbered memoranda at the beginning of the file.

PROGRESS REPORTS. 1941-42. 2 ft.

28

Letters and reports sent by field recreation representatives to the Director of the ODHWS or to the Director of the Recreation Division relating to recreational activities in various communities. They usually contain information on the amusement resources of the communities, the organization and activities of State and local recreation agencies, USO and WPA recreation programs, and leisure-time facilities provided for workers in defense industries. Occasionally the reports contain the



names of people interviewed. Arranged alphabetically by name of State and thereunder by community. Incomplete.

SELECTED REPORTS. 1942-47. 6 in. 29

Reports and surveys selected from records of the Recreation Division to represent typical recreational plans and programs and the types of problems in communities and in military maneuver areas with which the Recreation Division's staff was concerned. Arranged by type of report.

FOREIGN CORRESPONDENCE. 1942-47. 5 in. 30

Correspondence, reports, lists, copies of contracts, and Federal Works Agency project summary forms relating mainly to the status of USO operations in foreign countries, the closing of overseas USO clubs, and applications for Federal assistance in the construction and maintenance of recreational facilities. Arranged by country.

LEGISLATION FILE. 1945-46. 5 in. 31

Correspondence, memoranda, telegrams, reports, statements presented at congressional hearings, copies of legislative bills, and newspaper clippings relating mainly to the introduction of a bill (S. 2070) to establish a Federal recreation service in the Federal Security Agency, the proposed Community Recreation Services Act (H.R. 5), and efforts made to gain support for these bills. Included also are reference materials on recreational needs in the postwar era, and bibliographies and digests of State laws pertaining to recreation. Arranged by subject or by region.

RECORDS RELATING TO RECREATION IN THE STATES. 1941-47. 2 ft. 32

Correspondence, memoranda, telegrams, reports, publications of State and private agencies, drafts and copies of legislative bills, and newspaper clippings. Arranged alphabetically by name of State and thereunder chronologically.

DOCKETS FOR WAR PUBLIC WORKS RECREATION PROJECTS. 1941-45. 5 ft. 33

Individual dockets consisting of correspondence between the applicant (usually a local or State governmental body, a Federal agency, or a church group) and the OCWS and the Federal Works Agency; interoffice and interagency memoranda; and FWA forms, inventories, and property inspection reports relating to requests and justifications for Federal assistance in constructing, maintaining, and operating recreation centers and facilities, and action taken on the requests. Included also are lists of war public works projects for each State. Arranged by State and thereunder by community. Incomplete.

BUILDING PLANS. 1942-45. 7 in. 34

Mainly floor plans, blueprints, and building plans for various types of recreation buildings--USO buildings, municipal recreation centers, war memorials, industrial recreation buildings, play centers for housing communities, and field houses. Included are sketches for playfields



and school playgrounds, and some correspondence and memoranda transmitting the plans and commenting on them. Arranged alphabetically by name of city except for some general material at the beginning of the file.

RECORDS RELATING TO RECREATION LEADERSHIP TRAINING. 1944-46. 5 in. 35

Mainly interoffice memoranda, reports, agenda for and minutes of meetings and conferences, Government and private publications, speeches, newspaper clippings, and some correspondence with State and local agencies, universities, and private persons. The records relate mainly to conferences, activities in leadership training, and leadership training programs in universities. Arranged by subject.

RECORDS RELATING TO POSTWAR PLANS. 1942-46. 1 ft. 36

Mainly correspondence; interoffice memoranda; reports; minutes of meetings; publications of Federal, State, and private agencies; and magazine and newspaper clippings relating to postwar plans for developing recreational areas at State and local levels, establishing State planning and development commissions, and constructing war memorials. Included occasionally are blueprints, sketches, and plans for recreation buildings and war memorials. Arranged in the following groups and thereunder chronologically: A, State, Area, and County; B, Community; D, General Information; E, Building and Area Plans; F, Long Range Total Plans; G, Architectural Consultant Plans; and H, Memorials.

#### Records of the Social Protection Division

GENERAL RECORDS. 1941-46. 4 ft. 37

Correspondence, memoranda, reports, copies and drafts of articles written by Division staff members, statistics, texts of speeches and statements, minutes of meetings, newspaper clippings, copies of magazine articles and magazine reprints, radio scripts, press releases, bibliographies, and publications (Government and non-Government). The records relate mainly to the functions, program, and operations of the Division; its relationships with other Federal agencies, State and local bodies, and private organizations; activities of various communities and agencies in the field of social protection, particularly with respect to the repression of prostitution, the social treatment of sexually delinquent girls, and the use of policewomen as protective officers; industry programs for venereal disease control; education in social hygiene; social protection legislation; and venereal disease control in England and Canada. Arranged alphabetically by subject.

SUBJECT CLASSIFIED FILES. 1944-46. 6 ft. 38

Mainly correspondence, memoranda, telegrams, reports, and newspaper clippings relating to the Division's activities at the local level, its publicity program, official and public reaction to its publications, administrative and personnel matters, and meetings and conferences on



venereal disease, hygiene, and law enforcement. Arranged according to a numeric filing scheme, a guide to which is available. A 1942-43 segment of this series is part of the OCWS central files (see entry 3).

REGIONAL FILE. 1942-46. 1 ft.

39

Mainly statistics compiled from various sources (boards of health, service commands, Selective Service, and the U. S. Public Health Service) presenting information on sources of venereal infection and incidence of venereal diseases among men in the armed forces and among men examined for military service; and correspondence and memoranda exchanged between regional offices and headquarters relating to obtaining and tabulating statistics and to personnel matters. Arranged numerically by region and thereunder alphabetically by name of State.

REPORTS. 1942-46. 4 ft.

40

Mainly form and narrative progress reports from area representatives to headquarters; copies of the form report entitled "Community Report" summarizing the community's social protection program and its supporting law-enforcing activities; and narrative reports submitted by area representatives commenting on a community's social problems--prostitution, and venereal and other social diseases--and citing the remedial action taken. Included occasionally are texts of legislative bills and publications relating to social protection. Arranged alphabetically by name of State and thereunder by community, with folders for the Canal Zone, Hawaii, and Puerto Rico at the end of the series.

MINUTES. 1942-46. 1 ft.

41

Agenda, summary, and/or verbatim minutes, and resolutions of meetings of the Interdepartmental Committee on Venereal Disease, the Executive Committee of the National Advisory Police Committee on Social Protection, and the National Venereal Disease Committee; and verbatim minutes of a special "Conference on Health, Caribbean Defense Command," June 1943. Included also are related correspondence and memoranda, copies of speeches delivered at the meetings, and copies of publications discussed or presented. Arranged by committee.

LEGISLATIVE FILE. 1941-46. 2 ft.

42

Mainly copies of texts of State health laws and of State laws (or digests thereof) dealing with prostitution and other sex offenses; copies of rules and regulations of State health agencies; and copies of publications of State health and social welfare agencies relating to control of communicable diseases and to social protection measures. Arranged alphabetically by name of State.

STATISTICS AND STUDIES. 1941-45. 3 ft.

43

Mainly statistics, charts, graphs, and other tabulations and working papers presenting information on venereal disease rates, the incidence of and alleged sources of venereal infection among armed forces person-



nel, the operation of rapid treatment centers for venereal diseases, prostitution conditions within defense communities, and the number, age, and race of women held for prosecution on charges of prostitution; lists of cities with and without houses of prostitution; special reports prepared by OCWS regional supervisors surveying the experiences of communities engaged in repressing prostitution; reprints of magazine articles; reports and publications of the OCWS, other Federal agencies, and State and local health, welfare, and police authorities dealing with social protection; and correspondence and memoranda relating to the Division's research program and the collection, tabulation, correlation, and interpretation of statistics. Arranged by type of material.

PUBLICATIONS. 1941-45. 2 ft.

44

Publications, pamphlets, bulletins, circulars, and statements issued by the ODHWS and the OCWS, the War Department, the Navy Department, the U. S. Public Health Service, other Federal agencies, various State and municipal health, law enforcement, and social welfare authorities, and private organizations such as the American Social Hygiene Association and the American Medical Association; texts of speeches delivered by Federal officials; digests of minutes and of papers presented at social protection conferences; and reprints of magazine articles relating to the control of venereal diseases, the repression of prostitution, the responsibility of law enforcement officials in a social protection program, and the desirability of social services for the redirection of promiscuous girls and the rehabilitation of prostitutes. Arranged alphabetically by title or subject.

PUBLIC RELATIONS FILE. 1942-46. 3 ft.

45

Correspondence with professional associations, women's groups, and church organizations; interoffice memoranda; reports; resolutions; minutes of meetings; and copies of Government and private publications. These records relate mainly to the endorsement and support of the OCWS program by private organizations, the participation of OCWS officials in conferences and advisory committees, congressional hearings on social protection legislation, and public reaction to Division publications. Arranged alphabetically by name of correspondent or by subject, with some regional material at the end of the file.

#### Records of the Day Care Division

GENERAL RECORDS. 1942-43. 1 ft.

46

Correspondence, memoranda, reports, procedural and instructional issuances, agenda and minutes of meetings, statistics, financial statements, texts of legislative bills, forms, and publications and issuances of other Federal agencies and private welfare organizations. These records relate to the functions of the Division, budgetary matters, policies governing grants to States for child care programs, State plans for services to children of working mothers, Lanham Act projects for day



care centers, and the work of other Federal agencies (the Children's Bureau, the War Manpower Commission, and the Office of Education) engaged in wartime child care activities. Arranged by subject.

STATE GRANT FILES. 1942-43. 4 ft.

47

Correspondence, memoranda, telegrams, quarterly financial reports, copies of approved budgets and summaries of State and local budgets, vouchers, and press releases. These records relate to approval of State plans and budgets for services to children of working mothers, and to disbursement of funds received by the States from the President's Emergency Fund and refunding of unobligated balances. Arranged alphabetically by name of State.

Records of the Field Operations Division

READING FILE OF ALVIN ROSEMAN. Apr.-June 1941. 1/2 in.

48

Copies of letters, telegrams, and memoranda sent by Mr. Roseman, who served as Director of the Program Operations Branch. Arranged chronologically. For later records of the Branch, under Dean Synder, see entry 11.

POLICY MEMORANDA. 1942-46. 3 ft.

49

Memoranda of an instructional or informational nature sent from headquarters to the regional offices. Issuances and publications of other agencies pertinent to the work of the regional offices are frequently attached to the memoranda. Arranged in three groups: 1941-42, January-August 1943, and September 1943-1946; thereunder by subject; and thereunder chronologically by date of issuance.

"ADMINISTRATIVE LETTER" SERIES. 1943-45. 1/2 in.

50

A series of memoranda sent from headquarters to instruct regional directors in matters of administrative management and also to transmit procedural materials. The regional office manuals were transmitted by Administrative Letter No. 4 and are included in the series. Arranged numerically by serial number, 1-9.

REGIONAL FILE. 1942-45. 14 ft.

51

Mainly narrative progress reports, copies of and excerpts from defense area reports, reports on regional staff meetings, and some correspondence and memoranda relating to community problems in war areas. Arranged numerically by region, thereunder by State, and thereunder by community.

REGIONAL OPERATING PROGRAMS. 1943-44. 1 in.

52

Reports, memoranda, and correspondence submitted at 6-month intervals by the regional directors to the Field Operations Division at headquarters, stating their objectives and outlining their programs and special projects. Arranged numerically by region, with some general material at the beginning of the file.



CONFERENCE FILE. 1941-44. 2 in.

53

Mainly agenda and minutes of conferences of regional directors and regional staffs, with related correspondence and memoranda. Included occasionally are texts of speeches delivered at the meetings and folders of reference material--reports, bibliographies, and statistics--presented to the conferees. Arranged chronologically.

NEWSLETTERS. 1941-45. 3 ft.

54

Issued biweekly or monthly under various titles, "Bulletin," "News Letter," "War Program News," "Serial Letter," and "Community War Service Memo." These newsletters were prepared by the regional offices for the Federal regional advisory councils in order to present current information on regional conditions. Included occasionally are nonserial issuances prepared by the regional offices, such as summary progress reports and regional directories. Arranged numerically by region and thereunder chronologically.

COMMUNITY REPORTS. 1941-45. 7 ft.

55

Mainly reports prepared by the regional offices of the ODHWS and the OCWS (sometimes in collaboration with the Natural Resources Planning Board) relating to the impact of defense mobilization and war upon certain communities, the ways in which the communities geared themselves to meet the resulting problems, and the unmet needs of these localities with respect to certain community facilities. A typical community report includes information on the locale of the community, its population, its industries, and its labor supply; a summary of developments in education, health, medicine, recreation, social protection, child care, nutrition, family security, housing, and transportation; and the agency's recommendations. Included also are copies of regional newsletters and news bulletins issued to regional staff members and members of the Federal Regional Advisory Councils containing the same type of information, in summary form, as that given in a typical report; special reports concentrating on only one aspect of a community's problems, particularly recreation, health, or medical care; summary minutes of meetings of OCWS regional staffs and regional advisory councils, and of special conferences; and occasionally copies of United States Employment Service reports resurveying employment situations in particular areas and brief statements on labor market situations prepared by the OCWS staff from War Manpower Commission reports. Arranged by region and thereunder by type of report.

RECORDS RELATING TO DEFENSE AREA REPORTING. 1941-45. 5 in.

56

Mainly correspondence, memoranda, and procedural issuances relating to reporting procedures, selection of critical areas for intensive OCWS activity, cooperative efforts with the Natural Resources Planning Board in preparing defense area reports, and outlines of programs developed for the selected critical areas. Included also are lists of communities affected by defense establishments and lists of defense area reports. Arranged by subject.



RECORDS RELATING TO THE WAR MANPOWER COMMISSION. 1942-43. 2 in. 57

Mainly memoranda, reports, and correspondence relating to cooperative relationships between the OCWS (and previously the ODHWS) and the War Manpower Commission regional offices in handling those phases of their health and welfare programs that were related to WMC programs. Included also are copies of WMC issuances and a manual of operations for the ODHWS liaison office. Arranged numerically by region, with some general material at the beginning of the file.

RECORDS RELATING TO OCWS-WMC RELATIONSHIPS IN REGION V. 1942-43.

2 in.

58

Memoranda, agenda for and minutes of meetings, and correspondence relating mainly to liaison between the OCWS and WMC regional offices, the functions and responsibilities of OCWS representatives in WMC area organizations, and the coordinative activities of other Federal agencies working in the region (the National Housing Authority, the U. S. Public Health Service, and the Office of Defense Transportation). Arranged by area (Akron, Dayton, Detroit, and Louisville) and thereunder chronologically.

#### Records of Committees

Except for the records described in entries 59-63, extant records of committees and councils attached to the OCWS or its predecessors are either in the central files of the OCWS (see entry 3) or in the central files of the Federal Security Administrator in Record Group 235, General Records of the Department of Health, Education, and Welfare.

In the central files of the OCWS are records of the Interdepartmental Advisory Council, the Community Organization Committee (including its secretariat, the Community Organization Section of the ODHWS), and the ODHWS Division of Physical Fitness (the predecessor of the Physical Fitness Committee), and additional records of the Family Security Committee (see entries 59 and 60) and the Health and Medical Committee (see entries 61 and 62).

In the central files of the Federal Security Administrator are records of the Physical Fitness Committee and additional records of the Health and Medical Committee.

Additional records of the regional advisory councils (see entry 63) may also be found among Region II records (see entry 64) and among unaccessioned records of the regional offices of the Department of Health, Education, and Welfare.

MINUTES OF THE FAMILY SECURITY COMMITTEE. 1941-42. 8 in. 59

Agenda for and verbatim and/or summary minutes of meetings of the Committee, February-December 1941, and occasionally of regional family



security committees, 1941-42; and of the following subcommittees of the Committee: the Subcommittee on Personnel, April 1941-March 1942; the Subcommittee on Information Services, May 1941-March 1942; the Subcommittee on Red Cross Relationships, April 4, 1941; the Subcommittee on Volunteers, September 9, 1941; the Subcommittee on Community Organization for Family Security, June-September 1941; and the Subcommittee on Financial Relations, March-April 1942. Included also are verbatim minutes of a meeting of the Committee with the USO, on December 19, 1941. Arranged by committee and thereunder chronologically.

RECORDS RELATING TO THE FAMILY SECURITY COMMITTEE. 1941-43. 4 in.

60

Mainly memoranda sent to members of the Committee and to chairmen of the regional family security committees by the national chairman; reports, statements, bulletins, and circulars issued by the Committee; progress reports; resolutions passed by the Committee; lists of members of the Committee and its subcommittees; copies of legislative bills; and issuances of other agencies. The records relate to the functions and program of the Committee; problems of family security in congested defense areas; proposals for a "general public assistance" category under the Social Security Act; the need for social welfare workers; proposals for allowances to families of men in the armed forces; and programs of other Federal agencies bearing upon family security problems. Arranged by subject or type of material.

GENERAL RECORDS OF THE HEALTH AND MEDICAL COMMITTEE. 1940-43. 3 ft.

61

Mainly correspondence, memoranda, agenda and minutes of meetings, resolutions, reports, statistics, speeches, and issuances and publications of Government and private agencies relating to the functions and work of the Committee, wartime health and medical problems, proposals for a national registration system (assigning individual identification numbers in anticipation of air attacks), and activities of other agencies in the fields of health and medicine. Arranged by subject.

RECORDS OF THE HEALTH AND MEDICAL COMMITTEE RELATING TO NURSING RECRUITMENT. 1941-42. 5 in.

62

Correspondence, telegrams, reports, publications of nurses' organizations, and copies of spot radio announcements relating to the recruitment program for nurses and the activities of State nursing councils on national defense. Arranged chronologically.

RECORDS RELATING TO REGIONAL ADVISORY COUNCILS. 1941-42. 1 ft.

63

Mainly agenda for and summary and verbatim minutes of meetings of the regional advisory councils; organization charts; and lists of council members, of council committees and subcommittees and their members, and of Federal agencies represented on the councils. The records relate to the organization, membership, and activities of the advisory councils. Arranged numerically by region.

## REGIONAL RECORDS

RECORDS OF REGION II. 1941-46. 8 ft.

64

General records of the regional office consisting of correspondence, memoranda, agenda and minutes of meetings, reports, studies, forms, procedural and informational issuances, and statistical materials relating to the various programs of the OCWS and its predecessors. Arranged according to program and thereunder by State.

RECORDS RELATING TO WILLOW RUN, MICH., AREA. Apr.-July 1943. 1 in.

65

Material assembled by the OCWS liaison officer assigned to the War Manpower Commission area office at Detroit and by the OCWS regional reports analyst in Region 5. Included are correspondence, minutes of meeting of representatives of Federal and State agencies, reports relating to community problems in the area, statistics and graphs on population growth, and maps of the area. Arranged by subject.

RECORDS RELATING TO THE CARIBBEAN AREA. 1943-44. 6 in.

66

Office files of Conrad Van Hyning, who served as OCWS Director for the Caribbean area. They consist of correspondence, memoranda, reports, copies of legislative bills and ordinances, and newspaper clippings relating to the problem of prostitution and the venereal disease control program in the Caribbean countries, recreation facilities for U. S. armed personnel in the area and in Brazil, and public assistance and welfare services for the Virgin Islands. Arranged by subject or country.





## APPENDIX I

### Headquarters Subject-Classified Central Files (entry 3): Classification Scheme Outline

- 800 General
  - 801 Contacts
  - 802 Conferences
  - 803 Reports
  - 804 Public relations
  - 805 Protest and criticism
- 810 Legislation
- 820 Organization and functions
  - 823 Advisory councils and committees
  - 824 Cooperating agencies
  - 825 Agreements with outside organizations
- 830 Administration
  - 831 Business, methods and procedures
  - 832 Equipment, supplies, and buildings
  - 833 Finance
  - 834 Personnel
  - 835 Training
- 840 Operations
  - 841 Education
  - 842 Health
  - 843 Housing
  - 844 Nutrition
  - 845 Recreation
  - 846 Civilian defense
  - 847 Welfare
  - 848 Physical fitness
  - 849 Social protection
- 850 Construction
  - 851 Expansion of plant facilities
  - 852 Projects
  - 853 Land sites
- 860 Transportation



## APPENDIX II

### Select List of Significant Documents, Reports, and Studies

#### History, Organization, and Methods

1. The Home Front in National Defense. Prepared by the Office of Defense Health and Welfare Services. 1941. 7 p. Printed.
2. Health, Welfare, and Related Aspects of Community War Services. Prepared by the Committee on Community Organization, ODHWS. June 1942. [3], 17 p. Processed. [Also a revised edition of v, 14 p. Printed.]  
A statement indicating ways in which organization could promote effective cooperative action by local, State, and Federal organizations in the fields of health, welfare, nutrition, education, and recreation.
3. Factual Statement About the Office of Defense Health and Welfare Services. [Prepared by the Information Section.] [Mar. 15, 1943.] 6 p. Processed.  
A statement of the Office's responsibility, organization, and activities.
4. Teamwork in Community Services, 1941-1946. Prepared by the OCWS. June 30, 1946. v, 80 p. Printed.  
The final report of the agency.

#### Recreation

5. Recreation--A Resource of War. [Prepared by the Recreation Division.] 1943. [2], 8 p. Printed.  
A list of ways, proved practicable by experience in many communities, in which various organizations (public agencies, private social agencies, labor unions, war plants, commercial enterprises, and churches) could build up recreation programs to aid the war effort.
6. Spare Time; A War Asset for War Workers. Prepared by the Division of Recreation. 1943. iv, 60 p. Printed.  
A handbook offering suggestions to communities on the war industry front to help in providing recreation for the war workers in their midst.
7. Long Range Recreation Plan; City of South Portland, Maine. Report I. Prepared by the Recreation Division. Jan. 1944. [2], 29 p. Processed.  
The report was prepared as a result of a request made by the city manager to the Recreation Division for assistance and ad-

vice on the organization of a properly managed recreation program. Another version of this report, labeled Report II ([1], 16 p.; processed), was prepared and classified confidential.

8. Long Range Recreation Plan; City of Augusta, Georgia. Prepared by the Division of Recreation. Sept. 1944. iv, [2], 45 p. Processed.  
Prepared for the Augusta Recreation Commission.
9. Report on State Recreation Committees. Prepared by the Recreation Division. Oct. 1944. [2], 23 p. Processed.  
Compiled at the request of the Eastern Conference of State Recreation Committees.
10. Community Recreation Comes of Age; The Story of One American Town. Prepared by the Division of Recreation. 1944. 30 p. Printed.  
A study of community recreation in Decatur, Ill.
11. What About Us? A Report of Community Recreation for Young People. Prepared by the OCWS Recreation Division. 1944. vi, 41 p. Printed.  
Examples of recreation programs for youth in wartime America.
12. Long Range Recreation Plan; City of Charleston, West Virginia; Park and Recreation Commission. Prepared by the Division of Recreation. Jan. 1945. ix, 56 p. Processed.  
The plan embodied in the volume was the result of a request from the Charleston Park and Recreation Commission.
13. A Report on Recreation by Governmental Agencies in Hawaii, 1945. Prepared by Hubert E. Brown, OCWS recreational representative. [Mar. 1945.] [1], 14 p. Processed.
14. Long Range Recreation Plan for the Greater Muskegon Area. Prepared by the Division of Recreation. June 1, 1945. [5], 91 p. Printed.  
A recreation plan prepared at the joint request of the cities of Muskegon, Muskegon Heights, and North Muskegon, and the Muskegon County War Chest. This plan was published by the Muskegon County War Chest.
15. Planning for Recreation Areas and Facilities in Small Towns and Cities. Prepared by J. Lee Brown, Consultant on Community Planning, Recreation Division. 1945. vii, 51 p. Printed.  
Prepared as a guide for communities attempting to choose immediate postwar recreation projects which would fit into the long-range needs of the population.



16. Recreation--A National Economic Asset. Prepared by the Recreation Division. 1945. v, 23 p. Printed.  
A discussion of recreation in the peacetime economy.
17. Summer Recreation; A Report of Community Programs. Prepared by the Recreation Division. 1945. ii, 9 p. Printed.  
A report on 1944 summer recreation programs for children, based on both scattered examples and a detailed study of 370 communities--a sampling from New England, the Middle Atlantic, the South, and the Midwest.
18. Youth Centers; An Appraisal and a Look Ahead. [Prepared by the Recreation Division.] 1945. [4], 34 p. Printed.  
An estimate of the youth center movement, a war-born development in the field of youth recreation, and a look ahead to its possible future.
19. Recreation for Defense. Prepared by the Division of Recreation. n.d. 30, [1] p. Processed.  
A manual on the selection, training, and supervision of volunteers in defense recreation.
20. The Stake of Government in the Recreation of All the People. Prepared by Sherwood Gates. n.d. 5 p. Typed.  
Text of a speech delivered by Mr. Gates.
21. A Study of Recreation in Louisville, Kentucky, With Special Emphasis on the Industrial Worker. Prepared by C. D. Wardell, Field Recreation Representative, Recreation Division, OCWS. Jan. 25, 1943. 30 p. Processed.

#### Control of Prostitution and Venereal Disease

22. Prostitution Prevention. Prepared by the Social Protection Division. Spring 1943. iii, 15 p. Processed.  
Deals especially with the protection of girls and women from involvement in prostitution and the redirection of those so involved, and contains suggestions for organizing the services of local community agencies.
23. Meet Your Enemy--Venereal Disease. Prepared by the Social Protection Division in consultation with the National Women's Advisory Committee on Social Protection. 1944. iv, 41 p. Printed.  
Prepared as a guide for study of the problem of venereal disease by women's organizations and as an aid in developing broad educational programs on the subject.
24. Challenge to Community Action. Prepared by the Social Protection

Division. 1945. vii, 76 p. Printed.

Suggests methods that communities could use in the repression of prostitution and the control of venereal disease.

25. Techniques of Law Enforcement in the Use of Policewomen With Special Reference to Social Protection. Compiled by the National Advisory Police Committee on Social Protection of the Federal Security Agency. 1945. ii, 93 p. Printed.

A manual for the use of policewomen in the performance of their preventive-protective functions and for the assistance of law enforcement administrators in the selection, assignment, and most effective use of women police officers.

26. Danger Ahead. A broadside issued by the Social Protection Division. n.d. Printed folder.

A statement by the U. S. Public Health Service, the American Social Hygiene Association, and the Social Protection Division on the dangers of prostitution and promiscuity and the necessity for community action for a protection program.

27. For Health and Morale. Issued by the Division of Social Protection, ODHWS. n.d. [1], 36 p. Processed. Confidential.

A publication issued for the use of public officials and civic leaders concerned with the problem of controlling venereal disease in the armed forces and among defense workers. It describes the problem, the policies and general methods adopted for its solution, and the reasons for the policies and methods.

28. Social Services in a Social Protection Program. Prepared by the Social Protection Division. n.d. 4 p. Processed.

A statement intended to serve as a guide or goal to local communities concerned with the problem of social protection.

#### Welfare, Social Work, and Nutrition

29. Volunteer Service for Family Security in National Defense. Adapted from statements by Evelyn Davis, Agnes Van Driel, Isabel Devine, and the Association of Junior Leagues of America. Aug. 1941. 4 p. Processed.

Notes prepared for inclusion in the general statement on volunteer services in national defense by the Coordinator of Health, Welfare, and Related Defense Activities in response to the request of the Office of Civilian Defense.

30. Shortages of Qualified Social Welfare Personnel in 1941. Prepared by Mary Bateman Novick for the Family Security Committee. Mar. 14, 1942. ii, 21 p. Processed.

A study made to gage the needs for social work personnel and to examine methods by which the supply could be increased if necessary.



31. Democracy Means All of Us; How Communities Can Organize to Study and Meet Community Needs With Special Suggestions for Developing Nutrition Programs in Wartime. Prepared by the Nutrition Division, Office of Defense Health and Welfare Services. 1942. vi, 30 p. Printed.
32. A Guide for the Establishment and Operation of In-Plant and Community Information and Counseling Services for Workers. Prepared by the Counseling Committee of Community War Services. May 1944. ii, [2], 20 p. Processed.

See also item 28 above.

#### Special Problems and Particular Areas

33. The Japanese Population of the Territory of Hawaii--Its Relationship to the War Effort. Prepared by the Territorial Office of Defense Health and Welfare Services in Honolulu, T. H. May 21, 1942. 11 p. Processed.
34. Citizens of Tomorrow; A Wartime Challenge to Community Action. Prepared by the OCWS. Wash., D. C., 1943. [2], 44 p. Printed.  
A pamphlet presenting statements from Federal agencies concerned with young people and with community action to meet their wartime needs. These agencies were the Children's Bureau of the Department of Labor, the Department of Justice, the War Manpower Commission, the War Relocation Authority, the Federal Security Agency, and the Federal Courts (probation system).
35. Planning for the Future in Your Community. Issued jointly by the United Services Organization, the Office of Community War Services, and Community Chests and Councils, Inc. 1945. 16 p. Printed.
36. Recommendations on Standards for Detention of Juveniles and Adults. Compiled by the National Advisory Police Committee on Social Protection of the Federal Security Agency. 1945. viii, 24 p. Printed.  
A manual for the guidance of communities and their responsible officials in providing adequate and humane facilities for adults and juveniles held in temporary detention.

See also items 7 and 8, 10-16, 18, and 21 above.

For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.





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PRELIMINARY



INVENTORIES

Number 133

RECORDS OF THE BUREAU OF SHIPS

Compiled by Elizabeth Bethel, Ellmore A. Champie

Mabel E. Deutrich, Robert W. Krauskopf

and Mark N. Schatz

The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1961





PRELIMINARY INVENTORY OF THE RECORDS OF THE  
BUREAU OF SHIPS

(Record Group 19)

Compiled by Elizabeth Bethel, Ellmore A. Champie

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The National Archives  
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## FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in some 300 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 10,000 rolls of this microfilm, many of which are described in the List of National Archives Microfilm Publications (1953), are now available for purchase.





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## INTRODUCTION

The Bureau of Ships was established by an act of Congress approved June 20, 1940, which abolished the Bureau of Construction and Repair and the Bureau of Engineering (the latter bureau was the Bureau of Steam Engineering until its name was changed in 1920) and consolidated their functions under one bureau, to be known as the Bureau of Ships. Through the Bureau of Construction and Repair and the Bureau of Engineering, the Bureau of Ships also inherited the functions of the Bureau of Construction, Equipment, and Repairs, which existed from 1842 to 1862, and many of the functions of the Bureau of Equipment, which existed from 1862 to 1910. The records of the Bureau of Ships in the National Archives include records of these predecessor bureaus.

The Bureau of Construction, Equipment, and Repairs was established by an act of Congress approved August 31, 1842, and was responsible for building, equipping, and repairing all naval vessels. This Bureau was abolished by an act of Congress approved July 5, 1862, and its functions were divided among three newly established bureaus--the Bureau of Construction and Repair, the Bureau of Steam Engineering, and the Bureau of Equipment and Recruiting (the name of this bureau was changed to the Bureau of Equipment in 1891). The Bureau of Construction and Repair was responsible for building and repairing the hulls of naval vessels; the Bureau of Steam Engineering was responsible for designing, constructing, maintaining, and repairing steam machinery for naval vessels; and the Bureau of Equipment and Recruiting was responsible for equipping naval vessels and for recruiting and supervising enlisted men. There were thus three bureaus concerned in one way or another with the building and equipping of ships.

During the Civil War the work of constructing naval vessels was vigorously prosecuted. Among the important naval developments of the period was the construction of monitors or turreted ironclads. Since neither the Bureau of Construction and Repair nor the Bureau of Steam Engineering approved of constructing vessels of this type, the office of the General Superintendent of Ironclads was established in New York City to superintend the building of these vessels and other types of vessels built at private shipyards on the Atlantic coast. The period following the Civil War was one of economy, reaction, and widespread indifference to the needs of the Navy. By 1881 the Navy had declined to such an extent that the Secretary of the Navy stated in his annual report for that year that the Navy was unable to protect the rights of American citizens and that unless some action was taken on its behalf it would soon dwindle into insignificance. Congress responded to this statement by providing in the naval appropriation act of August 5, 1882, for the construction of two new steam cruising vessels of war of the highest attainable speed. Additional new ships for the Navy were authorized by Congress every year from 1882 to 1897, with the exception of the year 1884, and the "New Navy" came into being during these years.

The act of August 5, 1882, also provided for the establishment of a Naval Advisory Board, consisting of five naval officers and two civilian



experts, to advise and assist the Secretary in building and arming the two new vessels authorized by the act. The functions of this Board were later widened to include investigation and recommendation concerning the construction of war vessels in general. Although both the Bureau of Construction and Repair and the Bureau of Steam Engineering were represented on the Naval Advisory Board, responsibility for the construction of ships remained divided. In 1884 the Secretary of the Navy recommended that the Bureau of Construction and Repair and the Bureau of Steam Engineering be consolidated to form a single Bureau of Construction in order to give unity of responsibility and power in the construction of ships and to obviate the necessity for the Naval Advisory Board, which stood between the Secretary of the Navy and the bureaus. Congress did not adopt this recommendation, but by an order of June 25, 1889, the Secretary of the Navy reorganized the duties of some of the Navy Department bureaus, effective July 1, 1889. Considerable changes were made in the duties of the Bureau of Equipment and Recruiting, and its name was changed to the Bureau of Equipment to reflect its change in duties. The functions of the Bureau of Construction and Repair and of the Bureau of Steam Engineering were not materially affected by the order. To increase the efficiency of the existing bureau organization, however, the Secretary's order of June 25, 1889, created the Board on Construction, composed of the chiefs of the Bureaus of Yards and Docks, Ordnance, Equipment and Recruiting, Construction and Repair, and Steam Engineering, to have general supervision over the designing, constructing, and equipping of new ships for the Navy. The continuance of the Naval Advisory Board was made unnecessary by the establishment of the Board on Construction.

Another step toward centralizing responsibility for constructing ships was taken on October 2, 1894, when the Secretary of the Navy issued an order making the Bureau of Construction and Repair responsible for the design, structural strength, and stability of all vessels built for the Navy. All changes in design recommended by other bureaus were required to be submitted to the Bureau of Construction and Repair, which was made responsible--unless its recommendations were overruled by the Secretary of the Navy--for the resultant effect on ships of every change made in construction after the designs were approved. In 1899 the Secretary of the Navy recommended, in the interest of good business organization and economy, that the Bureaus of Construction and Repair, Steam Engineering, and Equipment be consolidated into a Bureau of Ships. He stated that all these bureaus were concerned with the construction and fitting out of vessels, with resulting friction and delays, and pointed out that a contract for a ship was made with one builder and was not given in part to a constructor of hulls, in part to a steam engine manufacturer, and in part to an outfitting firm. The Secretary also pointed out that under the present organization each bureau had its own inspectors at the shipyard where the vessel was being built. The bureaus were not reorganized along the lines suggested by the Secretary until some 40 years later, but by an act of Congress approved June 24, 1910, the Bureau of Equipment was abolished. Its duties were later distributed among other bureaus. The two bureaus chiefly concerned with the construction of naval vessels, the Bureau of Construction and Repair and the Bureau of Engineering, were continued as separate organiza-



tions until the World War II period. After the outbreak of war in Europe in September 1939, it was essential that naval construction should proceed as rapidly and efficiently as possible. Therefore, on September 14, 1939, a Coordinator of Shipbuilding for the Naval Establishment was appointed to have overall supervision of the shipbuilding program. Finally, an act of Congress approved June 20, 1940, abolished the Bureau of Construction and Repair and the Bureau of Engineering, and established the Bureau of Ships, with responsibility for the design, building, equipping, maintenance, repair, and salvage of naval vessels and their machinery and equipment. Thus a single bureau--established in 1842, divided into three bureaus in 1862, and reduced to two in 1910--was reconstituted a single bureau in 1940.

The records described in this inventory are the records of the Bureau of Construction, Equipment, and Repairs, the Bureau of Construction and Repair, the Bureau of Engineering, the Bureau of Equipment, the General Superintendent of Ironclads, the Coordinator of Shipbuilding, and the Bureau of Ships that, as of August 1, 1960, were in the National Archives. They are designated as Record Group 19, Records of the Bureau of Ships, and amount to 19,271 cubic feet, including 515 cubic feet of still pictures.

The correspondence of the bureaus whose records are in Record Group 19 was generally filed according to the recordkeeping systems prescribed by the Navy Department. Until about 1885 original incoming communications were bound in volumes of letters received, generally by class of correspondent (such as the Secretary of the Navy, officers, and commandants of navy yards) and thereunder chronologically; communications sent were copied in letters sent books, also by class of correspondent, and thereunder chronologically. Many of these volumes contain indexes to or registers of the correspondence. Beginning about 1885 correspondence volumes were generally discontinued, and the correspondence was filed numerically in unbound form. Letters received and copies of replies were filed together and indexed on cards. It was frequently the practice to file later correspondence on a given subject under the same number as earlier correspondence on the same subject and to number the documents serially under the main number. Many of the main numbers therefore have a subject significance. This system was followed, with a few exceptions, until about 1923. The Bureau of Steam Engineering filed letters received and copies of replies together numerically in bound volumes from 1885 to 1887, but from 1888 to 1910 it used the earlier system of filing letters received and letters sent in separate series of bound volumes, maintaining within the volumes a numerical arrangement. In 1910 the Bureau of Steam Engineering resumed the practice of filing incoming and outgoing communications together. The Bureau of Construction and Repair, which adopted the system of filing incoming and outgoing communications together in 1887, maintained separate series relating to individual vessels and in 1915 adopted a special classification scheme, composed of ships' symbols and subject numbers, for correspondence relating to ships. In 1923 and in 1925 the Bureau of Engineering and the Bureau of Construction and Repair, respectively, began to use the Navy Filing Manual system, and the Bureau of Ships continued



to use it. The Navy Filing Manual classification scheme combines alphabetical symbols with numbers to indicate subjects and classes of correspondents.

The chiefs of the Bureau of Ships and its predecessors are listed below. The dates given in the first list are the dates of appointment; those given in the other lists are the dates of service.

#### Bureau of Construction, Equipment, and Repairs

Capt. David Connor	Sept. 1, 1842
Capt. Beverly Kennon	Mar. 2, 1843
Capt. Charles Morris	Apr. 10, 1844
Capt. Charles W. Skinner	June 1, 1847
Capt. William B. Shubrick	Mar. 1, 1852
Commodore John Lenthall	Nov. 18, 1853

#### Bureau of Construction and Repair

Commodore John Lenthall	Apr. 28, 1863-Jan. 22, 1871
Commodore Isaiah Hanscom	Jan. 23, 1871-Apr. 27, 1877
Commodore John W. Easby	Apr. 28, 1877-Dec. 13, 1881
Commodore Theodore D. Wilson	Mar. 3, 1882-July 7, 1893
Rear Adm. Philip Hichborn	July 23, 1893-Mar. 4, 1901
Rear Adm. Francis T. Bowles	Mar. 5, 1901-Oct. 31, 1903
Rear Adm. Washington L. Capps	Oct. 31, 1903-Oct. 1, 1910
Rear Adm. Richard M. Watt	Oct. 2, 1910-Dec. 12, 1914
Rear Adm. David W. Taylor	Dec. 14, 1914-July 1, 1922
Rear Adm. John D. Beuret	July 2, 1922-Nov. 20, 1929
Rear Adm. George H. Rock	Nov. 20, 1929-Sept. 30, 1932
Rear Adm. Emory S. Land	Mar. 15, 1933-Mar. 15, 1937
Rear Adm. William G. DuBose	Mar. 16, 1937-Sept. 16, 1939
Rear Adm. Alexander H. Van Keuren	Sept. 18, 1939-June 20, 1940

#### Bureau of Engineering

Commodore Benjamin F. Isherwood	July 25, 1862-Mar. 15, 1869
Capt. James W. King	Mar. 15, 1869-Mar. 20, 1873
Capt. William W. Wood	Mar. 20, 1873-Mar. 3, 1877
Commodore William H. Shock	Mar. 3, 1877-June 15, 1883
Commodore Charles H. Loring	Jan. 1, 1884-July 8, 1887
Rear Adm. George W. Melville	Aug. 9, 1887-Aug. 9, 1893
Rear Adm. Charles W. Rae	Aug. 9, 1893-May 13, 1908
Rear Adm. John K. Barton	June 11, 1908-Dec. 22, 1908
Rear Adm. Hutch I. Cone	May 21, 1909-May 18, 1913
Rear Adm. Robert S. Griffin	May 18, 1913-Sept. 22, 1921
Rear Adm. John K. Robison	Oct. 1, 1921-Oct. 29, 1925
Rear Adm. John Halligan	Oct. 29, 1925-Sept. 24, 1928

Rear Adm. Harry E. Yarnell	Sept. 24, 1928-May 29, 1931
Rear Adm. Samuel M. Robinson	May 29, 1931-May 29, 1935
Rear Adm. Harold G. Bowen	May 29, 1935-Sept. 13, 1939
Rear Adm. Samuel M. Robinson	Sept. 13, 1939-June 20, 1940

### Bureau of Equipment

Rear Adm. Andrew H. Foote	July 17, 1862-June 3, 1863
Comdr. Albert N. Smith	June 4, 1863-Sept. 8, 1866
Rear Adm. Melancthon Smith	Sept. 17, 1866-July 17, 1870
Rear Adm. William Reynolds	July 18, 1870-Jan. 31, 1875
Commodore Robert W. Shufeldt	Feb. 1, 1875-Nov. 19, 1878
Commodore Earl English	Nov. 20, 1878-Sept. 5, 1884
Commodore Winfield S. Schley	Sept. 6, 1884-July 31, 1889
Commodore George Dewey	Aug. 1, 1889-June 30, 1893
Commodore French E. Chadwick	July 1, 1893-Sept. 6, 1897
Rear Adm. Royal B. Bradford	Sept. 7, 1897-Oct. 20, 1903
Rear Adm. George A. Converse	Oct. 21, 1903-Mar. 14, 1904
Rear Adm. Henry N. Manney	Mar. 15, 1904-Jan. 21, 1906
Rear Adm. William S. Cowles	Jan. 22, 1906-Jan. 20, 1910

### Bureau of Ships

Rear Adm. Samuel M. Robinson	June 20, 1940-Jan. 31, 1942
Rear Adm. Alexander H. Van Keuren	Feb. 6, 1942-Nov. 22, 1942
Vice Adm. Edward L. Cochrane	Nov. 23, 1942-Nov. 1, 1946
Vice Adm. Earle W. Mills	Nov. 1, 1946-Jan. 31, 1949
Rear Adm. David H. Clark	Feb. 1, 1949-Feb. 1, 1951
Rear Adm. Homer N. Wallin	Feb. 1, 1951-July 31, 1953
Rear Adm. Wilson D. Leggett, Jr.	Aug. 1, 1953-Apr. 29, 1955
Rear Adm. Albert G. Mumma	Apr. 29, 1955-Apr. 29, 1959
Rear Adm. Ralph K. James	Apr. 29, 1959-(scheduled for 4-year term)





## RECORDS OF THE BUREAU OF SHIPS

### RECORDS OF THE BUREAU OF CONSTRUCTION, EQUIPMENT, AND REPAIRS

The Bureau of Construction, Equipment, and Repairs was administered as two bureaus, the "Bureau of Construction and Repairs" and the "Bureau of Equipments," under a single chief. The Bureau of Construction and Repairs was responsible for the building and repairing of all naval vessels, for the materials used therein, for labor employed thereon, and for all contracts, accounts, and returns relating thereto. The Bureau of Equipments was responsible for all "equipment," including sails, anchors, cables, cordage, rigging, stoves and cooking utensils, furniture, lights, and signals, and for labor, contracts, accounts, and returns relating thereto. In April 1845 vessels in navy yards, either in ordinary (not in commission) or under repair, were placed under the jurisdiction of the Bureau of Construction, Equipment, and Repairs. The period following the establishment of this Bureau was one of transition from sailing ships to steamships, and the principal work of the Bureau was the construction of a steam fleet of naval vessels.

The records of the Bureau of Construction, Equipment, and Repairs now in the National Archives are very fragmentary. Most of them relate to supplies and accounts. There are also a few items of correspondence and a few miscellaneous items. A few of the records antedate the establishment of the Bureau in 1842. After the Bureau of Construction, Equipment, and Repairs was abolished in 1862, some series of records were continued by other bureaus, particularly the Bureau of Construction and Repair. These series are described with the records of the later bureaus. Several volumes of records of the Bureau of Construction, Equipment, and Repairs are among the Naval Records Collection of the Office of Naval Records and Library (Record Group 45) in the National Archives.

#### LETTERS RECEIVED AND CORRESPONDENCE REGISTERS

LETTERS RECEIVED FROM THE BOSTON NAVY YARD. Sept.-Dec. 1861. 1 vol.  
2 in.

Letters and a few telegrams received from the commandant and other officials of the Boston Navy Yard. Arranged chronologically. There is a register in the volume, also arranged chronologically, giving subject of correspondence. 1

ABSTRACTS OF LETTERS RECEIVED AND SENT. Jan. 1848-Jan. 1849. 1 vol.  
1/2 in. 2

This volume shows name and address of writer or addressee, and date and brief of letter received or sent. The correspondence is chiefly with naval officers and navy agents. Arranged chronologically.

REGISTER OF LETTERS RECEIVED. Sept. 1842-Dec. 1844. 1 vol. 1 in. 3

Shows date letter was received; file number of letter; name and ship, station, or residence of writer; and date and subject of letter. Arranged alphabetically by initial letter of name of writer and thereunder numeri-



cally. The correspondence to which this register refers has not been found.

REGISTER OF LETTERS RECEIVED. July 1846-July 1847. 1 vol. 1 in. 4

Shows date letter was received and date it was written, name of writer, and subject of letter. Arranged alphabetically by initial letter of writer's name. The correspondence to which this register refers has not been found.

#### RECORDS RELATING TO SUPPLIES AND ACCOUNTS

RETURNS OF REPAIRS TO VESSELS. 1820-49. 1 vol. 2 in. 5

This volume contains accounts of repairs to various vessels, giving such information as dates of repairs, descriptions of repairs made, and accounts of labor and materials expended. Many of the later accounts are copies of returns sent to the Chief of the Bureau of Construction, Equipment, and Repairs by naval constructors and commanding officers at navy yards. The earlier accounts do not indicate by whom they were prepared. Arranged by name of vessel, with an index to names of vessels in the front of the volume.

RECORD OF STORES AT NAVY YARDS. 1821-24. 2 vols. 4 in. 6

Contains quarterly lists of iron, cordage, anchors, canvas, cannon, shot, and miscellaneous supplies and stores on hand at various navy yards, showing the kind and quantity of these materials. Arranged by name of navy yard and thereunder by kind of supplies. The second volume of this series is in bad condition, and it is impossible to ascertain its inclusive dates.

These records antedate the establishment of Navy Department bureaus and may be records of the Office of the Secretary of the Navy or of the Board of Navy Commissioners.

RECORD OF THE COST OF BUILDING AND REPAIRING VESSELS. 1826-62. 1 vol. 1 in. 7

Shows name of vessel and thereunder whether it was being built or repaired, date, navy yard at which vessel was located, total cost of work, and costs to the Bureau of Ordnance and Hydrography, the Bureau of Provisions and Clothing, and the Bureau of Construction, Equipment, and Repairs. Arranged by name of vessel. This volume was probably compiled after 1842 since there were no Navy Department bureaus before 1842.

INVENTORIES OF STORES AT NAVY YARDS. 1828; 1842-44. 4 vols. 2 in. 8

Inventories of stores at the Gosport Navy Yard (Norfolk, Va.), 1828 and 1844, the Portsmouth Navy Yard, 1842, and the Brooklyn Navy Yard, 1843, showing items, quantities, and cost. Arranged by name of navy yard (2 volumes for Gosport and 1 volume each for Portsmouth and Brooklyn) and within the volumes sometimes by type of stores, sometimes by name of department of the navy yard (such as carpenter's department), and sometimes by name of vessel or class of vessels at the yard.

MEMORANDA OF STORES. 1842. 1 vol. Less than 1/4 in. 9

This volume bears the following title on its outside cover: "Rough



Memoranda of Stores Sent to Foreign Stations Since the Organization of the Bureau of Construct. Equipt. and Repairs in September 1842." It contains a few loose sheets showing lists of stores, with quantities and prices, received from certain contractors or for certain ships, lists of stores due on contracts, and lists of stores recommended for purchase.

INVENTORY OF STORES RECEIVED AND EXPENDED ON THE POTOMAC.

Mar. 1842-July 1847. 1 vol. 1/2 in.

10

Shows type of stores or ship's department (such as boatswain's stores, master's department), specific items, and quantities of each on hand, received, and expended. Arranged by type of stores or name of ship's department and thereunder chronologically.

RECORD OF REQUISITIONS FOR FUNDS. 1842-50. 1 vol. 1/2 in.

11

Lists requisitions for funds drawn on the Secretary of the Navy by the Bureau of Construction, Equipment, and Repairs. Shown are date and number of requisition, name and station of navy agent or other official submitting it, and amount. Arranged chronologically.

STATEMENT OF REQUISITIONS MADE ON THE GOSPORT NAVY YARD, NORFOLK, VA.

July-Sept. 1843. 1 vol. Less than 1/4 in.

12

Gives amounts and kinds of equipment and material pertaining to the Bureau of Construction, Equipment, and Repairs that were requisitioned from the storekeeper at the Gosport Navy Yard for various vessels, the navy yard, the naval hospital, and other purposes during the quarter ending September 30, 1843. Arranged by name of vessel or by subject (such as naval hospitals or repairs in general) and thereunder chronologically.

REGISTER OF ARTICLES CONTRACTED FOR. 1843. 1 vol. 1 in.

13

Shows name of contractor, date of contract, date of expiration of contract, articles and quantities contracted for, and, for some classes of articles, navy yard to which they were to be delivered and, for others, names of bidders, navy yards concerned, and amount of bids. Arranged numerically by class of article.

REPORTS ON COST OF REPAIRING THE CONSTITUTION. 1843-44. 1 vol. 1/2 in.

14

Reports of boat builders, painters, sailmakers, caulkers, carpenters, joiners, and gun carriage makers giving dates of repairs, number of days worked, repair work done, and cost. Most of the reports show that these repairs were made at the Norfolk Navy Yard. Arranged by type of report.

COMPILATIONS OF DATA RELATING TO NAVAL VESSELS. 1843-44. 1 vol. 1 in.

15

This volume contains tables relating to weights, costs, and dimensions of anchors, chain cables, and water tanks for the various classes of naval vessels, as established by the Board of Navy Commissioners; schedules of plate iron required to build water tanks; statements of costs and repairs of vessels; tables showing number and size of powder and powder tanks allowed to each class of vessel; and a table showing the cost of sails. Arranged by type of material.



REPORTS OF RECEIPTS AND EXPENDITURES OF STORES ON THE CUMBERLAND.

1843-45. 1 vol. 2 in.

16

Monthly reports showing stores and amounts of each on hand at the beginning of each month, those received during the month, total on hand and received, and amounts expended during the month. Arranged by name of ship's department and thereunder chronologically, with an index to the ship's departments in the front of the volume. Inserted loosely in the front of the volume are quarterly reports of receipts and expenditures of stores of the gunner's, carpenter's, and sailmaker's departments for 1845.

REPORTS OF RECEIPTS AND EXPENDITURES OF STORES ON THE SLOOP OF WAR

ST. LOUIS. Mar. 1843-Sept. 1845; 1852. 2 vols. 2 in.

17

Monthly reports showing stores and amounts of each received, place from which received, amounts expended each month, and amounts on hand at beginning of each month. Arranged by name of ship's department and thereunder chronologically. Dates are seldom shown in the second volume; those dates shown are in 1852.

INVENTORY OF PROPERTY ON HAND AT THE GOSPORT NAVY YARD, NORFOLK, VA.

Dec. 31, 1844. 1 vol. 1/4 in.

18

Shows amount and value of all public property under the jurisdiction of the Bureau of Construction, Equipment, and Repairs at the Gosport Navy Yard. The inventory of timber is given first, then the inventories for the various departments (such as sailmaker's, ship joiner's, carpenter's), and finally an inventory of articles on hand. Within these inventories the entries are arranged by type of property, name of vessel, or appropriate title. On the last page of the volume there is a recapitulation of values of property listed in the inventories and the total property value for the navy yard.

RECORD OF STORES RECEIVED AND EXPENDED ON THE ERIE. Oct. 1844-June 1848.

1 vol. 2 in.

19

Contains an itemized record of stores received, expended, and remaining each month for the boatswain's, carpenter's, gunner's, sailmaker's, and master's departments of the Erie. Arranged by name of department and thereunder chronologically by the following periods: October 1844-August 1845, August 1845-March 1846, and March 1846-June 1848.

TABLES OF ALLOWANCES OF EQUIPMENTS, OUTFITS, AND STORES FOR NAVAL VESSELS. 1844; 1854. 11 vols. 1 ft.

20

These printed volumes (4 volumes for 1844 and 7 volumes for 1854) show ships' departments, complements of officers and crew, classes of vessels, and articles and quantity of each allowed for each department of each class of vessel. Arranged by year and thereunder by name of department, with tables of contents in the volumes.

RECORD OF THE VALUE OF STORES RECEIVED AND EXPENDED AT NAVY YARDS.

Jan. 1844-June 1856. 1 vol. 1 in.

21

Consists of reports showing name of navy yard, value of stores on hand on the first of each month, value of stores received and expended during month, and value of stores on hand on the first of the succeeding month. Arranged chronologically and thereunder by name of navy yard.



REPORTS OF RECEIPTS AND EXPENDITURES OF STORES ON THE COLUMBUS.

Apr.-Sept. 1845. 1 vol. 1 in. 22

Monthly reports showing stores and amounts of each on hand at beginning of month, those received during month, total received and total on hand, and total amount expended during month. Arranged by name of ship's department and thereunder chronologically.

REPORTS OF RECEIPTS AND EXPENDITURES OF STORES ON THE BRIG DOLPHIN.

Nov. 1845-Nov. 1847. 1 vol. 1 in. 23

Monthly reports showing stores and amounts of each on hand at beginning of month, those received during month and place from which received, and total amount expended during month. Arranged by name of ship's department and thereunder chronologically.

LEDGER ACCOUNTS WITH NEWSPAPERS. Jan. 1846-May 1853. 1 vol. 1 in.

This volume shows name of newspaper; amounts expended, with dates and purposes of expenditures; amounts received under appropriation; and balances. Arranged by name of newspaper, with an index arranged alphabetically by initial letter of name of newspaper. 24

REPORTS OF RECEIPTS AND EXPENDITURES OF STORES ON THE FRIGATE POTOMAC.

Feb. 1846-Aug. 1847. 1 vol. 1/2 in. 25

Monthly reports showing stores and amounts of each on hand at beginning of month, those received during month, and the total amount expended during month. Arranged by name of ship's department and thereunder chronologically.

REPORT OF EXPENSES NECESSARY TO REPAIR AND EQUIP THE SLOOP VINCENNES.

Apr. 1847. 1 vol. 1/4 in. 26

A report of the officers appointed by the commandant of the New York Navy Yard to survey the outfit, stores, and condition of the Vincennes and to prepare an estimate of the cost of equipping the vessel for service. The report is in two parts: data on the condition of the vessel, its outfit, and stores; and a detailed estimate of the probable cost to fit the vessel for service. Both parts of the report are arranged by name of ship's department.

CONTRACTS. Apr. 1846-Oct. 1847; July 1849-Aug. 1852. 2 vols. 4 in.

Contracts for the construction of vessels and for materials, supplies, and equipment showing names of contracting parties and the date and terms of contract, with certifications of sureties as to the contractor's ability to fulfill the contract. Arranged chronologically. The volumes contain indexes showing name of contractor, articles contracted for, date of contract, date of its expiration, and page number on which contract appears. 27

ACCOUNTS OF STORES ON THE VINCENNES. 1849-52. 1 vol. 1/2 in. 28

This volume shows quantity of the various kinds of stores that were received and expended during each quarter, total quantity received, and aggregate costs for each year. The amount of stores on hand and the



amount of those returned at the close of 1852 are also given. Arranged by name of ship's department and thereunder by kind of stores. There is a subject index in the volume.

RECORD OF THE COST OF LABOR AND REPAIRS FOR VESSELS. Apr. 1849-June 1855.  
1 vol. 2 in. 29

Shows dates of repairs, names of persons employed, and, under headings such as "Pumps for Constellation," "Powder Tanks," "Repairs of Carbines," amounts in dollars and cents or in other figures which probably indicate hours of work. The volume is not further identified. Arranged chronologically.

INVOICES AND BILLS OF LADING FOR COAL. 1851-52. 1 vol. 3 in. 30

Invoices for coal showing by whom and to whom it was shipped, name of vessel on which it was shipped, and quantity and type of coal shipped. Accompanying the invoices are bills of lading for the coal's transportation. Arranged chronologically.

STATEMENTS OF EXPENDITURES FOR CONSTRUCTION AND EQUIPMENT OF VESSELS.  
1851-53. 1 vol. 1 in. 31

Monthly statements of expenditures at navy yards showing name of navy yard, name of vessel, dates of expenditures, and amounts spent on each vessel for construction and for equipment. Arranged by name of navy yard.

SCALE OF OFFERS TO FURNISH SUPPLIES AT NAVY YARDS. 1851-53. 1 vol.  
1 in. 32

A record of offers to furnish supplies for the fiscal years ending June 30, 1851; June 30, 1852; and June 30, 1853, showing name of navy yard, names of persons making offers, class of supplies offered and cost, remarks, and offers accepted. Arranged by fiscal year and thereunder by name of navy yard.

CONTRACTS AND SPECIFICATIONS FOR STEAM MACHINERY. Sept. 1853-May 1862.  
2 vols. 4 in. 33

Contracts, showing names of contracting parties and terms of the contract, and specifications for steam machinery to be furnished on contract describing in detail the parts to be furnished. Arranged chronologically, with indexes in the volumes.

INVOICES OF STORES SHIPPED TO FOREIGN PORTS. 1853-62. 1 vol. 2 in. 34

Show by whom and to whom stores were shipped, name of vessel in which they were shipped, articles and quantity shipped, and their value. Some bills of lading accompany the invoices. Arranged chronologically. In the front of the volume is a list showing date of invoice, place from which stores were shipped, name of vessel in which they were shipped, place to which they were shipped, and page number on which invoice appears.

LETTERS RECEIVED BY THE BOARD FOR THE REVISION OF THE ALLOWANCE BOOK.  
Mar.-Sept. 1854. 1 vol. 1 in. 35

This volume contains letters, with enclosures, received from naval officers in response to inquiries from Commodore Charles S. McCauley, who was



appointed senior officer of the board for the revision of the allowance book of naval vessels by the Secretary of the Navy. The correspondence contains recommendations for the deletion, addition, and revision of the number, kinds, and sizes of equipment. Arranged numerically by file number of correspondence. The volume includes a register, arranged numerically, showing name of correspondent and subject of correspondence.

INVENTORY OF STORES RECEIVED AND EXPENDED ON THE FALMOUTH. Dec. 1854-Aug. 1855. 1 vol. 1 in. 36

Shows date, stores received, quantities and costs, and navy yard from which they were received; and stores expended, dates they were expended, and quantities and costs. Arranged chronologically under receipts and expenditures.

RECORD OF THE RECEIPT AND EXPENDITURE OF STORES ON THE STEAM SLOOP NARRAGANSETT. 1859-62. 1 vol. 1 in. 37

Shows kind of stores, ship's departments, amounts of stores expended each quarter, total amount expended during year, amounts of stores received each quarter, and total amount received during year. Arranged by name of ship's department, thereunder by type of stores, and thereunder chronologically.

CONTRACTS FOR MATERIALS. 1860-61. 1 vol. 2 in. 38

Show date, names of contracting parties, and terms of contract. Following each contract are schedules of materials to be delivered under the contract. Arranged chronologically.

CONTRACTS AND SPECIFICATIONS FOR SCREW GUNBOAT MACHINERY. July 1861. 1 vol. 1 in. 39

Contracts for machinery to propel gunboats by fixed screw propeller, showing date and place of contract, names of contracting parties, and terms of contract; and specifications stating dimensions, kinds of materials to be used, and details of construction. Arranged chronologically, with an index to names of contractors.

CONTRACTS AND SPECIFICATIONS FOR SCREW SLOOP MACHINERY. Sept.-Dec. 1861. 1 vol. 1 in. 40

Contracts for machinery to propel steam sloops by screw propeller, showing date and place of contract; names of contracting parties, and terms of contract; and specifications stating dimensions, kinds of materials to be used, and details of construction. Arranged chronologically, with an index to names of contractors and vessels.

#### MISCELLANEOUS RECORDS

PROCEEDINGS OF A BOARD OF OFFICERS RELATING TO AN EXPLORING EXPEDITION. June-July 1837. 1 vol. 1/4 in. 41

This board of five naval officers was appointed by the Secretary of the Navy on June 8, 1837, to make recommendations as to the adequacy of the barks Pioneer and Consort and the schooner Pilot for service in a surveying and exploring expedition and to make recommendations as to the number of men and the number and description of vessels necessary for the expe-



dition. The expedition was to explore unknown or little known regions in the ocean and seas of the Southern Hemisphere, particularly those regions near the South Pole and parts of the Pacific north of the Equator. These proceedings show the activities and findings of the board and include a copy of the report made to the Secretary of the Navy, dated July 13, 1837, and copies of a few letters sent and received by the board. Arranged chronologically.

MISCELLANEOUS RECORD BOOK. ca. 1839-47. 1 vol. 1 in. 42

Contains questions and answers concerning the operation of Stevens' cutoff valve, 1847; data regarding expenses of certain ships, compiled from expense books of the ships and arranged under name of ship, with notations regarding dates of construction (some of these ships were constructed in the early 1820's); and descriptions of the building of ships in France and England. Unarranged.

REGISTER OF REPORTS OF NEW INVENTIONS. Jan. 1846-Dec. 1850. 1 vol. 1 in. 43

Shows date of report, date received, subject, by whom made, and place where it was examined. Arranged chronologically.

MEMORANDA REGARDING THE ARRIVAL, DEPARTURE, EQUIPPING, AND DISPOSITION OF VESSELS. 1847-50. 1 vol. 1/2 in. 44

This volume shows date, name of vessel and notations regarding purchase and change of name, service for which vessel should be prepared, arrivals, departures, and sale or other disposition. Entries are alphabetical by initial letter of name of vessel.

PROCEEDINGS OF A BOARD OF OFFICERS TO PREPARE A SYSTEM OF WATCH, QUARTER, AND STATION BILLS. May 1856-Apr. 1858. 1 vol. 1 in. 45

This board, consisting of three naval officers, was established for the purpose of preparing a system of watch, quarter, and station bills adapted to the various classes of vessels in the Navy and to examine the signal system then in use in the Navy. These proceedings consist of a record of meetings, with some related correspondence, including copies of the Secretary of the Navy's letter of May 7, 1856, establishing the board and copies of his letters of April 1, 1858, to the three board members, dissolving the board.

"CRUISE OF THE DASHING WAVE." 1860. 1 vol. 1/2 in. 46

An account of the voyage of the Dashing Wave from Boston to San Francisco by Philip Hichborn who served as carpenter on the ship, containing information on events, personnel, weather, and the bill of fare. In the front of the volume are photographs of a ship, presumably the Dashing Wave, and of a young man, presumably Hichborn. The Dashing Wave was not a naval vessel and Hichborn was not in the Navy at this time. This record is a copy of a journal kept on shipboard; there is no indication as to when it was sent to the Navy Department.



PAPERS RELATING TO ESPIONAGE. 1861. 1/2 in.

47

A letter, addressed to President Lincoln, offering to procure, for \$2,000, a copy of the plan of some Sardinian armed frigates being built at Toulon, France, and, for \$3,000, a copy of the plan of French armed frigates scheduled to be built at the same place. The letter has as an enclosure a tabular statement on the French fleet as of 1858, listing the various vessels by type.

"PLAN TO CAPTURE OR DESTROY THE MERRIMAC." 1862. 1/4 in.

48

A letter, dated March 16, 1862, from Dr. Benjamin Vallentin describing his plan to capture or destroy this Confederate ironclad. The letter was forwarded, with an endorsement by an unknown person, to Brig. Gen. W. S. Rosecrans, U. S. Army, who wrote a letter of transmittal forwarding it to Commodore Joseph Smith, Chief of the Bureau of Yards and Docks.

#### RECORDS OF THE BUREAU OF CONSTRUCTION AND REPAIR

The Bureau of Construction and Repair was responsible for designing, building, fitting, and repairing hulls of naval vessels, spars, boats, capstans, windlasses, steering gear, ventilating apparatus, tanks, ballast, casks, blocks, and ships' furniture; and for lumber, plates, and tools for sea stores of all kinds used by it in building vessels. It also had control of all vessels in ordinary (not in commission) and under repair and of the mooring and docking of vessels. The officers on duty with the Bureau constituted the Construction Corps of the Navy. In October 1894 the Secretary of the Navy issued an order centralizing in the Bureau of Construction and Repair the responsibility for the design, structural strength, and stability of all vessels built for the Navy. Thereafter other bureaus were not authorized, during the construction of a ship, to make changes in designs under their jurisdiction--changes in machinery designs by the Bureau of Steam Engineering, for example--unless the changes were approved by the Bureau of Construction and Repair. When the Bureau of Equipment was abolished in 1910 the Bureau of Construction and Repair was given the following additional functions formerly assigned to the Bureau of Equipment: to manufacture anchors and cables; to supply and fit rope, cordage, and galley equipment; and, in conjunction with the Bureau of Steam Engineering, to install voice tubes, conduits, and means of mechanical signaling aboard naval vessels.

From time to time additional duties necessitated by naval expansion and technical developments were assigned to the Bureau of Construction and Repair. These included, as of the World War I period, responsibility, after consultation with the Bureau of Ordnance, for the installation of armor and permanent fixtures of armament aboard naval vessels; and the control of certain shore establishments, including repair bases for submarines and aircraft. During World War I the Bureau functioned through the following divisions: Aircraft, Contract, Design, Maintenance, Production, Shore Establishments, and Supply. At the time the Bureau was abolished in 1940 it was also responsible for the design, development, and procurement of materials and appliances for defense against gas (except as specifically assigned to other bureaus); for diving gear and experimental diving units, respiratory protective devices, paravanes, and



minesweeping gear; for the upkeep and operation of the David W. Taylor Model Basin at Carderock, Md.; and, jointly with the Bureau of Engineering, for the upkeep and operation of the Materials Laboratory at the New York Navy Yard.

The Bureau of Construction and Repair maintained an extensive field organization for supervising construction of naval vessels at private shipyards and for inspection purposes. As soon as a contract for a naval vessel was signed there were appointed, in connection with the building of the vessel, a superintending constructor from the Bureau of Construction and Repair, an inspector of machinery from the Bureau of Engineering, an inspector of equipment from the Bureau of Equipment, and an inspector of ordnance from the Bureau of Ordnance. These officials were usually stationed at the contractor's works. The main duty of the superintending constructor was to see that the ship was built according to the contract. Inspectors of material, under the jurisdiction of the Bureau of Construction and Repair, were stationed at manufacturing firms supplying the building contractor with materials to see that the materials furnished met the specifications. Before 1919 the Bureau's inspection service included two main inspection districts, the Eastern District and the Western District, covering the industrial territory of the United States in the East and Middle West. Inspecting officers were stationed at industrial centers within these districts. In 1919 the geographical limits of inspection districts were changed and their number was increased. The entire territory of the United States was divided into inspection districts, seven for miscellaneous materials and eight for timber and lumber.

Frequently, in the course of construction of a naval vessel, changes in the details of design were made because of technical advances after the signing of the contract or a change of policy on the part of the Navy Department or for other reasons. Such changes were proposed by the Bureau of Construction and Repair, the superintending constructor, one of the other inspectors, or the contractors. If the estimated cost of the change was not more than \$500, it was within the province of the bureaus to decide the question; if the amount was larger than \$500, the matter was referred to the Secretary of the Navy. In order to determine the exact amounts of increased or decreased compensation to which contractors were entitled on account of authorized changes, the Navy Department in 1888 provided for the establishment of boards to determine the cost of changes on naval vessels. These boards were called "boards on changes" and were later designated "boards on hull changes." The boards were under the jurisdiction of the Bureau of Construction and Repair. Each board consisted of three naval constructors. The senior member was the same for all such boards at the various shipyards in a given area; the second member was usually the senior assistant at the shipyard in question; and the third member was detailed from a nearby navy yard or private shipyard. The boards met in the office of the superintending constructor. When a board's report had been approved by the Bureau (if the change in cost was not more than \$500) and by the Navy Department (if the change in cost was greater than \$500) the case was settled and the legal right of the contractor to additional compensation in the amount specified



was established or, if the cost was decreased, the legal right of the Government to deduct the amount specified was established.

The records of the Bureau of Construction and Repair in the National Archives include the correspondence of the office of the Chief of the Bureau; plans of ships and shore stations; technical and miscellaneous records relating to ships; records relating to litigation involving ships; records of a few subordinate units of the office of the Chief of the Bureau; records relating to supplies, equipment, and accounts; correspondence of superintending constructors at private shipyards, records of boards on changes, and other field records; records relating to the International Conference on Safety of Life at Sea; and miscellaneous items. Some series of records were begun by the Bureau of Construction, Equipment, and Repairs and were continued by the Bureau of Construction and Repair; they therefore antedate the establishment of the latter Bureau. Several series of records that were begun by the Bureau of Construction and Repair were continued by the Bureau of Ships; most of these series are described with the records of the Bureau of Ships. Records of the Bureau of Construction and Repair relating to aviation, 1917-25, are among the records of the Bureau of Aeronautics (Record Group 72); and a register of contracts, 1865-76, of the Bureau of Construction and Repair is among the Naval Records Collection of the Office of Naval Records and Library (Record Group 45).

#### GENERAL RECORDS OF THE OFFICE OF THE CHIEF OF THE BUREAU

##### Correspondence and Reports, 1850-86

LETTERS SENT TO THE SECRETARY OF THE NAVY. Aug. 1850-Sept. 1867. 1 vol.  
2 in. 49

Copies of letters sent to the Secretary of the Navy containing information concerning vessels in service, construction and repairs to vessels, timber and other materials for vessels, personnel, funds for the Bureau, and other matters relating to activities and functions of the Bureau. Arranged chronologically. The volume includes a register, arranged chronologically, giving subject of correspondence.

LETTERS SENT TO THE SECRETARY OF THE NAVY. Feb. 1862-Aug. 1877. 3 vols.  
3 in. 50

Press copies of letters sent. The letters dated before September 1867 are duplicated in the letters sent series described in entry 49. Many of the letters in volume 2 are illegible. Arranged chronologically.

LETTERS SENT TO OFFICERS. Jan. 1856-Oct. 1870. 2 vols. 4 in. 51

Copies of letters sent to naval officers relating to the construction and repair of vessels and to requisitions for funds and materials for construction and repairs, payrolls, and other matters. A large part of the correspondence from July 1861 to November 1863 consists of letters to Rear Adm. Francis H. Gregory, General Superintendent of Ironclads, New York, N. Y. The correspondence after November 1863 pertains primarily to vessels already in commission. Arranged chronologically. There is a name index at the beginning of both volumes. In addition, in the



second volume there is a register, arranged chronologically, showing the subject of letters to Admiral Gregory and a register, arranged by squadrons and thereunder chronologically, showing subject of letters sent to commanding officers of squadrons. For letters sent to the General Superintendent of Ironclads after November 23, 1863, see entry 55.

LETTERS SENT TO OFFICERS. Feb. 1862-Apr. 1863. 3 vol. 3 in. 52

Press copies of letters sent to officers, including the General Superintendent of Ironclads, before February 11, 1864. Arranged chronologically, with name indexes at the beginning of each volume. For press copies of letters sent to the General Superintendent of Ironclads after February 11, 1864, see entry 56. For duplicate copies of letters sent to officers, see entry 51.

LETTERS SENT TO COMMANDANTS OF NAVY YARDS. Mar.-June 1863. 1 vol. 1 in. 53

Press copies of letters sent relating to the construction and repair of vessels or parts for vessels, materials for repair and construction, and other matters. Arranged chronologically, with an index to names of commandants.

LETTERS SENT TO THE COMMANDANT OF THE PHILADELPHIA NAVY YARD. Oct. 1858-Apr. 1875. 2 vols. 4 in. 54

Copies of letters and a few telegrams sent. Arranged chronologically. There is a subject index at the beginning of each volume, arranged alphabetically by initial letter of subject and thereunder chronologically.

LETTERS SENT TO THE GENERAL SUPERINTENDENT OF IRONCLADS. Nov. 1863-Apr. 1867. 1 vol. 2 in. 55

Copies of letters sent to Rear Adm. Francis H. Gregory from November 1863 to September 1866, and to Commodore (later Rear Admiral) Cadwalader Ringgold from October 1866 to April 1867, relating to progress, inspections, and payments in connection with construction and alterations of vessels performed under various contracts. After the close of the office of the General Superintendent of Ironclads on November 1, 1866, there are letters to Commodore Ringgold as president of a board on claims of contractors. Arranged chronologically. There is a subject index, which is arranged alphabetically by initial letter of subject and thereunder chronologically. For letters sent before November 23, 1863, see entry 51.

LETTERS SENT TO THE GENERAL SUPERINTENDENT OF IRONCLADS. Feb. 1864-Apr. 1867. 2 vols. 2 in. 56

Press copies of letters sent. These letters are also copied in the volume described in entry 55. Arranged chronologically. For press copies of letters sent to the General Superintendent of Ironclads before February 12, 1864, see entry 52.

LETTERS SENT TO CONTRACTORS. Apr. 1866-Sept. 1875. 1 vol. 2 in. 57

Copies of letters sent to contractors relating to contracts for the construction and repair of vessels, the delivery of various materials for construction and repair work, and payments on contracts. Arranged



chronologically, with a name index. For earlier letters sent to contractors, see entry 58.

LETTERS SENT. July 1862-Apr. 1868. 2 vols. 4 in. 58

Copies of letters sent to newspapers, the Fourth Auditor of the Treasury, individuals and firms, and to contractors before April 1, 1866, relating to advertisements of proposals for bids to supply timber and other materials and to construct or repair vessels or parts for vessels, contracts for repairs or construction, payments of bills for advertisements, and performance of contracts. Arranged chronologically, with name indexes. For letters sent to contractors after April 2, 1866, see entry 57.

LETTERS SENT. Feb. 1862-May 1870. 14 vols. 1 ft. 59

Press copies of letters sent to newspapers, contractors, individuals, the Fourth Auditor of the Treasury, and others. Most of these letters are copied in the volumes described in entries 57 and 58. Arranged chronologically except that the last two volumes contain letters of overlapping dates. There is a name index at the beginning of each volume.

LETTERS SENT. Feb. 1873-Mar. 1874. 1 vol. 1 in. 60

Press copies of letters sent to newspapers, Congressmen, commercial firms, and individuals relating to advertisements for materials for ship repair and construction and for the sale of vessels, the repair of vessels, the hiring of personnel, and other matters. Arranged chronologically.

LETTERS RECEIVED FROM THE SECRETARY OF THE NAVY. Jan. 1861-Dec. 1869.

2 vols. 4 in. 61

Letters received relating to the construction of vessels, instructions on the awarding of contracts, the acquisition and disposal of vessels, estimates and expenditures of funds, and personnel. Arranged chronologically. There is a register at the beginning of each volume, arranged chronologically, giving date of letter, subject, and page number on which it appears. The first part of the register in volume 2 (for the letters dated from January 1864 to February 1868) is missing.

LETTERS RECEIVED FROM OFFICERS. Jan. 1862-June 1866. 7 vols. 1 ft. 62

Letters and a few telegrams received from officers, most of whom were on duty with a vessel but some of whom were at a naval station. Arranged chronologically. There are registers, arranged chronologically, in the first four volumes (1862-63), giving name of vessel or station of officer, name of officer, and subject of correspondence.

LETTERS RECEIVED FROM THE COMMANDANT OF THE PHILADELPHIA NAVY YARD.

Jan.-Dec. 1863. 1 vol. 2 in. 63

Letters and a few telegrams received. Arranged chronologically. There is a register, arranged chronologically, giving subject of correspondence.



"LETTERS RECEIVED FROM SUPERINTENDENTS OUTSIDE OF NAVY YARDS." Jan. 1862-  
May 1867. 13 vols. 3 ft. 64

Letters received from Rear Adm. Francis H. Gregory and, after October 1866, from his successor, Commodore Cadwalader Ringgold, with many enclosures of correspondence and reports from engineers and inspectors under their jurisdiction and reports of various boards appointed to make surveys of vessels, concerning recommendations on claims for extra costs by contractors and other matters relating to the construction, purchase, and alteration of gunboats under contract. Arranged chronologically by year, thereunder in roughly numerical order until October 1866, and thereafter chronologically. At the beginning of the first four volumes are registers, arranged chronologically, giving date and subject of correspondence. Most of the pages for the register of volume 4 are missing. For progress reports, the transmittal letters for which are in these volumes, see entries 65 and 68.

"REPORTS FROM SUPERINTENDENTS OUTSIDE OF NAVY YARDS." Sept. 1862-  
Apr. 1863. 2 vols. 3 in. 65

Weekly reports of the General Inspector of Ironclads transmitting reports of local inspectors of ironclad steamers to the General Superintendent of Ironclads, who in turn submitted them to the Bureau of Construction and Repair. The General Inspector of Ironclads was the principal assistant to the General Superintendent of Ironclads. The transmittal reports of the General Inspector give summarized information and the enclosures give detailed information on the condition and progress of work on each vessel. A few of the vessels reported on in these reports are later included in the biweekly reports described in entry 68. Arranged chronologically. Reports Nos. 22-35 are in the first half of a volume which contains, in the last half, some of the semimonthly reports described in entry 66. There is an index to the reports in each volume. For letters received concerning these vessels and for letters transmitting the reports, see entry 64.

"REPORTS FROM SUPERINTENDENTS OUTSIDE OF NAVY YARDS." Jan. 1863-  
July 1866. 3 vols. 6 in. 66

Semimonthly reports until June 1865 and thereafter monthly reports of the General Inspector of Ironclads transmitting reports of inspecting engineers concerning the progress and condition of work on iron side-wheel steamers, screw tugboats, and ironclad turret vessels to the General Superintendent of Ironclads, who in turn forwarded the reports to the Bureau of Construction and Repair. Arranged chronologically. These reports begin in the last half of a volume, the first half of which contains some weekly reports described in entry 65. For letters received concerning these vessels, see entry 64.

INDEXES TO "REPORTS FROM SUPERINTENDENTS OUTSIDE OF NAVY YARDS."  
Jan. 1864-July 1866. Less than 1/4 in. 67

Indexes, by name of vessel, to part of the semimonthly and monthly reports described in entry 66. They are arranged chronologically by the following periods: January-July 1864, August 1864-February 1865, and February 1865-July 1866, and thereunder alphabetically by name of vessel. The reports to which these indexes refer were apparently bound at one



time in three volumes covering the above periods. When the reports were rebound, those for the period January 1864-July 1866 were consolidated into two volumes (the last two volumes of those described in entry 66). Since the pages were not renumbered when the reports were rebound, these indexes can be used to locate reports in the present volume.

"REPORTS FROM SUPERINTENDENTS OUTSIDE OF NAVY YARDS." Nov. 1862-Sept. 1866. 10 vols. 2 ft. 68

Biweekly reports until June 1865 (through report No. 66) and thereafter monthly reports of the General Inspector of Ironclads transmitting reports of local inspectors on ironclad steamers to the General Superintendent of Ironclads, who in turn forwarded the reports to the Bureau of Construction and Repair. The transmittal reports of the General Inspector give summarized information regarding names of inspectors, vessels, and contractors; place where work was carried on; number of men employed on each vessel; and progress of work. The enclosures give detailed information concerning the progress and condition of the work on each vessel. Arranged chronologically, with the exception of report No. 27 which is in a separate volume after report No. 31. There is an index to the reports in the first two volumes. For letters received concerning these vessels and for letters transmitting these reports, see entry 64.

INDEXES TO "REPORTS FROM SUPERINTENDENTS OUTSIDE OF NAVY YARDS."

Jan. 1864-Jan. 1866. 1/4 in. 69

Indexes, by name of vessel, to part of the biweekly and monthly reports described in entry 68. They are arranged chronologically, generally by 2-month periods, and thereunder alphabetically by name of vessel. The reports to which these indexes refer were apparently bound at one time in volumes, each of which covered approximately a 2-month period. When the reports were rebound more reports were placed in each volume so that the present volumes generally cover a 3-month period. Since the pages were not renumbered when the reports were rebound, these indexes can be used to locate reports in the present volumes.

LETTERS AND TELEGRAMS RECEIVED FROM CONTRACTORS. Jan. 1864-Dec. 1868; Jan. 1885-Dec. 1886. 3 vols. 8 in. 70

Letters and telegrams received from contractors relating to contracts, specifications, acceptance and rejection of parts for vessels, delays in deliveries, payments, and other matters pertaining to contracts. Arranged chronologically.

LETTERS RECEIVED. Jan. 1862-Dec. 1867. 7 vols. 1 ft. 71

Letters, with some enclosures, received from commercial firms (including contractors for ship repair and construction to January 1864), private individuals, the Fourth Auditor of the Treasury, and others. Most of the correspondence for 1862-63 relates to bids, awards, and the carrying out of construction contracts. Other correspondence relates to payments for wages and materials, inventions, the sale of vessels by the Government, and advertisements. Arranged chronologically. There is a register in the front of each volume, except the last, giving date of correspondence, name of correspondent, subject of correspondence, and page number. The registers in the first five volumes are arranged



chronologically; the register in the sixth volume is arranged alphabetically by initial letter of correspondent's surname and thereunder chronologically. For letters received from contractors after January 1, 1864, see entry 70.

MISCELLANEOUS LETTERS RECEIVED. Nov. 1870-Apr. 1877. 1 vol. 2 in.

72

Letters received for the most part from contractors and private individuals relating to inventions, and bids or offers to furnish timber and other materials, to build engines, and to repair vessels. This correspondence apparently was not placed with the main bodies of letters received and was therefore bound separately. A notation on the back of the volume identifies the contents as letters "found with other papers left by Mr. I. Hanscom but not officially on file nor entered prior to Mar. 1878." (Commodore Isaiah Hanscom was Chief of the Bureau of Construction and Repair from 1871 to 1877.) Arranged chronologically. There is an index arranged alphabetically by initial letter of name of person or vessel and thereunder by subject.

LETTERS RECEIVED RELATING TO THE NEW 870-, 1700-, and 4000-TON SHIPS.

Jan.-July 1886. 1 vol. 1/4 in.

73

Letters received by the Bureau of Construction and Repair from other bureaus of the Navy Department and from the Navy Department Board on Additional Vessels (see entry 247) relating to changes in design, construction, and equipment and stores for these new ships. Included are some lists and tables of equipment and weights. Arranged chronologically.

Correspondence, Reports, and Related Records, 1887-1940

GENERAL CORRESPONDENCE. 1887-95. 50 ft.

74

Letters, endorsements, telegrams, and reports received and press copies of correspondence sent. Arranged chronologically by year and thereunder in two groups. The first group contains correspondence on all subjects except specific vessels and is arranged numerically by file number (letters received and copies of replies thereto are filed together); the second group contains most of the correspondence relating to specific vessels, which was withdrawn from the first group and filed alphabetically by name of vessel and thereunder; in most instances, numerically by file number. Exceptions to this arrangement are as follows: (1) For the year 1888 two sets of numbers were used for each of the two groups and therefore there are four groups of correspondence. The first set of numbers covers the correspondence sent and received from January to May 22 and the letter "A" is prefixed to each number. (2) Some of the correspondence relating to trials of specific vessels for the period 1893-94 is filed in a separate group after the correspondence for 1893. It is arranged in general by name of vessel. (3) There is no general correspondence for 1895. Some correspondence relating to specific vessels is scattered in the series on subjects other than specific vessels and, in some instances, correspondence relating to two or more vessels was withdrawn and filed alphabetically by name of one of the vessels. For example, a considerable amount of correspondence relating to the Massachusetts and to the Oregon for 1891 is filed under the letter "I" with the correspond-



ence on the Indiana. Usually there are no cross-references or labels to indicate such a consolidation. For registers, see entries 75-81. Some of the correspondence relating to ships described in this entry is duplicated in the correspondence described in entry 82. For some miscellaneous items withdrawn from this file, see entry 83.

CORRESPONDENCE REGISTERS ("KEY BOOKS"). 1890; 1892; 1894. 8 vols.  
1 ft.

Registers of the correspondence described in entry 74 showing file number and subject of correspondence and the action taken, such as when and to whom replies to incoming correspondence were sent, to whom correspondence was referred, or that the correspondence was filed. Arranged chronologically by year and thereunder numerically by file number of correspondence. 75

REGISTERS OF LETTERS RECEIVED. Aug. 1891-Dec. 1895. 3 vols. 3 in.

Give date of letter, file number (see entry 74), name of correspondent, subject of correspondence, and dates of actions taken. Arranged chronologically. The entries in these registers appear to be restricted to correspondence from contractors or naval constructors located at contracting firms, and the information they contain is duplicated in some of the registers described in entry 75. 76

REGISTER OF REPORTS RECEIVED FROM NAVY YARDS AND NAVAL STATIONS.  
1890-93. 1 vol. 1/2 in.

Shows name of navy yard or naval station, date report was received, title of report, month for which report was made, and Bureau's file number (see entry 74). The reports are monthly reports on vessels, employees, and expenditures. Arranged by name of navy yard and naval station and thereunder chronologically, with an index to yards and stations in the front of the volume. 77

RECORD OF REPORTS OF WEIGHTS AND REPAIRS. 1891-94. 1 vol. 1/2 in.

This is probably a record of reports received. For reports of weights of material placed in hulls of vessels it shows date, name of vessel, navy yard or shipyard at which vessel was located, and file reference to correspondence of the Bureau of Construction and Repair (see entry 74); and for reports of repairs to vessels it shows date, name of vessel, navy yard from which sent, period covered by report, and file reference to correspondence of the Bureau of Construction and Repair (see entry 74). Arranged by type of report and thereunder chronologically. 78

REGISTERS ("DAYBOOKS") OF LETTERS RECEIVED REGARDING SHIPS. Aug. 1891-Dec. 1895. 5 vols. 4 in.

Show date of letter's receipt, name of person or office from which it was received, name of vessel and subject of letter, writer's file number, Bureau's file number (see entry 74), date action was taken, and nature of action or remarks. Arranged chronologically and thereunder by name of vessel. 79



REGISTERS OF COMMUNICATIONS RECEIVED REGARDING SHIPS. 1891-1900. 2 vols. 2 in. 80

Show name of ship, document received (various types of reports, requisitions, and financial papers), and Bureau's file number (see entries 74 and 92). Occasionally dates of keel laying, launching, and commissioning are shown. Arranged by name of ship, with indexes to names of ships in the volumes.

REGISTERS OF REPORTS RECEIVED FROM SHIPS AND STATIONS. 1894-95. 2 vols. 1 in. 81

Show name of ship or station; form number and occasionally title of report; date report was received; and Bureau's file number (see entry 74). The volume for 1894 contains an explanation of form numbers showing that the reports are monthly and quarterly reports on vessels, personnel, expenditures, docking, surveys of articles, and hull inspections. Arranged chronologically and thereunder by name of ship or station, with indexes to ships and stations in the volumes.

CORRESPONDENCE SENT AND RECEIVED RELATING TO SHIPS. 1886-94. 161 vols. and 1 index vol. 22 ft. 82

Copies of incoming and outgoing letters, endorsements, a few telegrams, and enclosures relating to the construction, inspection, alteration, and equipping of various ships and to claims and payments therefor. Eleven of the early volumes, 1886-88, contain correspondence pertaining to several ships. The remaining volumes, with the exception of the index volume, are arranged alphabetically by name of ship. Some of the early correspondence in the general volumes is duplicated in the volumes for specific ships. Within the volumes, incoming correspondence is copied on one side of the page and outgoing correspondence on the opposite side. The incoming and outgoing correspondence for the earlier period is arranged chronologically; and for the later period, numerically by file number. Each of the volumes has a name and subject index and, in addition, there is one index volume, December 1888-April 1891, relating to correspondence for several ships in different volumes. Some of the correspondence indexed in this volume has been found in the other volumes, but some of it has not been located or identified. Some of the correspondence described in this entry is duplicated in the correspondence described in entry 74.

MISCELLANEOUS CORRESPONDENCE AND REPORTS. 1887-1911. 5 ft. 83

This material, with the exception of two or three items, was withdrawn from the correspondence described in entries 74, 88, and 92. It includes correspondence relating to the repair and maintenance of the Constitution, reports of the progress of work on the hulls of various vessels, balance sheets of naval stores and materials on vessels, reports of surveys of supplies and equipment at the naval station at Olongapo, Philippine Islands, statements of the Bureau's functions and organization prepared for the President's Commission on Economy and Efficiency and correspondence with superintending constructors concerning filing systems in use in their offices in connection therewith, reports on the condition of machinery on vessels, receipts for packages delivered to the Adams Express Co., a few items relating to payments on contracts and appropriations, and a copy of the annual report of the Chief of the Bureau of Construction and Repair



for 1890. In some instances all correspondence filed under a given number is in this collection, and in other instances a part is in this collection and the remainder is in the correspondence described in entries 88 and 92. There are no cross-references to this material in the correspondence from which it was withdrawn, and the indexes described in entries 91 and 107 do not indicate its location. Generally papers bearing the same subject number are filed together, but the material is otherwise unarranged. Correspondence relating to steel inspection, which is grouped together in this collection, is described in entry 110.

LETTERS RELATING TO PERSONNEL ASSIGNMENTS. Oct. 1890-July 1894. 1 vol. 1 in. 84

Chiefly copies of letters from the Secretary of the Navy, but including some from the Chief of the Bureau of Navigation that were received in the Bureau of Construction and Repair for forwarding to naval officers and other personnel relating to assignments for work. There are a few letters of reply from officers with respect to the assignments. Arranged chronologically. There is a name index in the volume.

CORRESPONDENCE CONCERNING ANNUAL REPORTS. 1889-91. 5 in. 85

Consists mainly of letters from naval personnel and others acknowledging the receipt of copies of the Bureau's annual reports. Interspersed in this correspondence are a few items of unrelated correspondence on contracts, contract changes, and status of purchase orders for steel, fittings, and other supplies. Unarranged.

MISCELLANEOUS CORRESPONDENCE. Aug. 1889-Dec. 1894. 1 vol. 1/2 in. 86

Copies of letters and memoranda sent to and received from other bureaus of the Navy Department and personnel in the Bureau of Construction and Repair; circular letters issued by the Bureau to commandants of navy yards and superintending constructors, and several circulars issued by the Secretary of the Navy; and instructions and reports. The correspondence relates to blueprints, specifications, the arrangement and design of vessels and parts, and weights of materials. Arranged numerically by file number except that Nos. 34-71 are in the back of the volume. There is a subject index.

CORRESPONDENCE RELATING TO THE MAINE. 1895-98. 2 ft. 87

Letters, telegrams, endorsements, reports, and requisitions received and press copies of letters sent. Some of this material was withdrawn from the correspondence described in entry 92 and bears the file numbers of that correspondence. Unarranged, although most of the correspondence of a given correspondence number is together.

CORRESPONDENCE ("A" DOCUMENTS). 1896-1925. 1,313 ft. 88

Incoming letters, memoranda, reports, and related papers and copies of those sent concerning administration and other matters with which the Bureau was concerned, excluding correspondence concerning ships (see entries 92 and 105) and correspondence concerning steel inspection, 1898-1912 (see entry 110). Incoming communications and copies of replies are filed together numerically, the letter "A" being affixed to the numbers. Most of



the numbers have a subject significance and cover a collection of documents that are numbered serially under the subject number. The correspondence is arranged in the following three series, all filed according to the same classification scheme: one series for the period 1896-1911, when the documents were folded, stamped, and briefed; and two series for the period 1912-25, when the documents were filed flat and stapled in folders. The latter two series contain correspondence filed under the same subject numbers but not the same serial numbers. If a serially numbered document is not found under the subject number in one series, it will be found in the other. There does not appear to be any distinction between the two series as to content or type of correspondence. Some enclosures (3 ft.) covering the period 1897-1919 are filed separately from the correspondence to which they relate. They are unarranged and there are no cross-references to them in the pertinent correspondence. Most of the correspondence relating to requisitions is also filed separately (see entry 89).

For history cards and the index to this correspondence, see entries 90 and 91. Some correspondence relating to personnel has been removed from this series and filed with the correspondence described in entry 115. This is indicated by cross-reference sheets showing name of person, old file number, and new file number (number used for correspondence described in entry 115). For some miscellaneous items withdrawn from this series of correspondence, see entry 83; for registers in which a few items in this series are registered, see entries 102 and 103.

CORRESPONDENCE RELATING TO REQUISITIONS. 1896-1913. 197 ft. 89

Letters received and copies of letters sent concerning requisitions for materials, supplies, publications, and routine equipment (such as furniture) for ships. The correspondence is with paymasters and storekeepers at navy yards and naval stations, and with superintending constructors and other persons at shipbuilding and manufacturing firms. Incoming communications and copies of replies are filed together. Correspondence on related matters, such as payments, contracts, shipping orders, and inspections and tests of articles requisitioned, is included. Arranged numerically (A51-A100) and thereunder chronologically. Each number generally covers correspondence concerning requisitions for a single navy yard, naval station, or private firm. Index cards in the index described in entry 91 show, for this correspondence, name of navy yard, naval station, or private firm and the number under which the correspondence is filed. For history cards, see entry 90. A few letters relating to requisitions, filed under numbers A51-A100, have been left in the correspondence described in entry 88.

HISTORY CARDS. 1896-1925. 75 ft. 90

These cards relate to the correspondence described in entries 88 and 89 and to the documents described in entry 118. They show subject of correspondence, subject number, an abstract of correspondence, date, and serial number. Arranged numerically and thereunder chronologically.

INDEX TO CORRESPONDENCE. 1896-1925. 76 ft. 91

A card index to the correspondence described in entries 88, 89, and 108, showing name of correspondent or subject and subject number of



correspondence, and sometimes an abstract of correspondence, date, and serial number. Some of the cards that were originally filed in this index have been removed to the index described in entry 117, and a cross-reference to that index has been inserted in their place. Arranged alphabetically by name of correspondent or subject.

CORRESPONDENCE CONCERNING SHIPS ("E" DOCUMENTS). 1896-1915. 1,992 ft.

92

Incoming letters, memoranda, reports, and related papers and copies of those sent concerning individual ships or classes of ships. Incoming communications and copies of replies are filed together numerically, the letter "E" being affixed to the numbers. Most of the correspondence numbers have a subject significance and cover a collection of documents that are numbered serially under the subject number. Arranged in two series, both filed according to the same classification scheme: one series for the period 1896-1911, when the documents were folded, stamped, and briefed, and another for the period 1912-15, when the documents were filed flat and stapled in folders. There are a few items in the latter series dating to 1919. For the index to this correspondence, see entry 107; for registers, see entries 80 and 96-103; and for correspondence withdrawn from this series, see entries 83, 87, 94, and 95. For later correspondence concerning ships, see entry 105.

HISTORY CARDS. 1896-1915. 82 ft.

93

These cards relate to the correspondence described in entry 92 (including the few items dated to 1919). They show subject of correspondence, subject number, an abstract of correspondence, date, and serial number. Some of the cards show the number under which later correspondence was filed (see entry 105). Arranged numerically and thereunder chronologically.

REPORTS OF PROGRESS ON THE CONSTRUCTION OF VESSELS. 1896-1905. 13 ft.

94

Monthly reports from superintending constructors describing the work in progress on a number of vessels and stating the percentage of completion. These reports were received as enclosures to the correspondence described in entry 92. Arranged alphabetically by name of vessel and thereunder numerically.

CORRESPONDENCE RELATING TO THE CHARLESTON. 1896-99. 1 ft.

95

Letters, reports, and endorsements received and press copies of those sent. This material was withdrawn from the correspondence described in entry 92 and is arranged numerically by file number of that correspondence.

REGISTER OF REPORTS RECEIVED FROM SHIPS. 1896. 1 vol. 1 in.

96

Shows name of ship, form number, and occasionally title of report, date of report, and Bureau's file number (see entry 92). A list of form numbers in the volume shows that the reports are monthly and quarterly reports of ships, steam launches, inspections of hulls, seagoing qualities of ships, surveys of articles, and abstracts of receipts and expenditures. Arranged by name of ship, with an index to names of ships in the front of the volume.



REGISTERS ("DAYBOOKS") OF LETTERS RECEIVED REGARDING SHIPS. Jan. 1896-Dec. 1897; Oct. 1898-Mar. 1899. 3 vols. 3 in. 97

Show date of letter's receipt, name of person or office from which it was received, subject of letter, writer's file number, Bureau's file number (see entry 92), date action was taken, and nature of action or remarks. Arranged chronologically and thereunder by name of vessel.

REGISTER OF LETTERS RECEIVED REGARDING SHIPS. May 1897-Dec. 1898.

1 vol. 1 in. 98

Gives date the letter was received, office of the correspondent, Bureau's file number, and subject of letter. Arranged chronologically by date the correspondence was received. Although the dates of the items in this register overlap with those in the register described in entry 99 and both registers refer to the correspondence described in entry 92, the two registers do not appear to duplicate each other. There are a few duplications between this register and the third volume of the registers described in entry 97.

REGISTER OF LETTERS RECEIVED REGARDING SHIPS. Jan. 1898-Jan. 1899.

1 vol. 1/2 in. 99

Gives date the letter was received, office of correspondent, Bureau's file number, name of vessel, subject of letter, and date action was taken. Arranged chronologically by date the correspondence was received. Although the dates of the items in this register overlap with those in the register described in entry 98 and both registers refer to the correspondence described in entry 92, the two registers do not appear to duplicate each other. There are a few duplications between this register and the third volume of the registers described in entry 97.

REGISTER OF DOCUMENTS RECEIVED RELATING TO SHIPS. Dec. 1901-Oct. 1903.

1 vol. 1 in. 100

Shows name of ship, document received (such as plans, weight reports, trial reports, and correspondence), file reference to incoming correspondence and reports (see entry 92) or to ship's plan number (see entry 126), to whom document was returned or sent, and date of action. Arranged by name of ship, with an index to names of ships in the front of the volume.

REGISTER OF CORRESPONDENCE REGARDING 22 SHIPS. 1906. 2 vols. 1/2 in. 101

Shows name of ship, date and subject of correspondence, file number of correspondence (see entry 92), and remarks. Seventeen of the ships were under construction at various shipyards, four were completed but were unassigned, and one was serving with the Asiatic Fleet. The register appears to have been set up as a temporary record of correspondence. The entries are in pencil and most of them are marked through with a large checkmark. Arranged chronologically.

REGISTER OF LETTERS RECEIVED. Mar.-May 1901. 1 vol. 1 in. 102

This register, relating primarily to vessels, shows name of vessel, subject of letter, Bureau's file number, date the letter was received, name of person or office from which it was received, file number assigned



by office in which letter originated, date of letter, date it was referred to the Chief of the Bureau, date it was answered, and remarks, usually consisting of name of company or office to which reply was sent. Arranged by name of vessel, except for a few items entered under "Miscellaneous," and thereunder chronologically, with an index to vessels and the "Miscellaneous" items. Most of the Bureau's file numbers shown in this register refer to correspondence described in entry 92, but a few refer to the correspondence described in entry 88.

REGISTER OF LETTERS RECEIVED. 1900-1901. 1 vol. 1 in. 103

Shows name of vessel, navy yard or station, Navy Department bureau, other Government agency, shipyard, or private individual from whom the letter was received, name of person from whom it was received (if not already shown under the previous heading), Bureau's file number (see entries 88 and 92), date received and subject of letter, writer's file number and date of letter, date the letter was answered or referred, and to whom it was referred. Arranged by name of vessel, with a miscellaneous class for those communications not received from vessels. There is an index to names of vessels in the volume.

RECORD OF CORRESPONDENCE ANSWERED. Feb. 1897-Jan. 1898. 1 vol. 1 in. 104

Contains Bureau's file numbers (see entries 88 and 92) for correspondence received during the period February-November 1897, date the correspondence was received, and in most instances the date on which reply was made (February 1897-January 1898). Occasionally there are notations that no reply was required or there is no notation in the space provided. Arranged chronologically by date the correspondence was received.

CORRESPONDENCE CONCERNING SHIPS. 1915-25. 1,085 ft. 105

Incoming letters, memoranda, reports, related papers, and copies of correspondence sent concerning individual ships or classes of ships. Incoming correspondence and copies of outgoing correspondence are filed together numerically according to a subject-numeric classification scheme, thereunder alphabetically by ship's symbol, and thereunder numerically by number assigned each ship of the class designated by the symbol. The subject-numeric classification covers numbers from 0 through 201, each relating to a certain subject, such as "18" for radiography, and the ships' symbols indicate the type of ship, such as "B" for battleship. For each ship a number was added to the symbol to individualize it and to show its sequence in connection with other ships of its class. Thus a letter concerning the installation of a flag radio station on the bridge of the battleship Idaho would be filed as 18-B42, the number 42 being the number assigned to the Idaho. For the subject-numeric classification scheme and the ships' symbols in use during the period, see the appendix. An "X" added to a ship's symbol, such as PX and SPX, shows that the number following it was assigned to the vessel arbitrarily by the file room and not officially by the Navy Department. This series of correspondence is further arranged in two series, one dated 1915-16 and the other, 1916-25. For earlier correspondence concerning ships, see entry 92.



HISTORY CARDS. 1915-25. 70 ft. 106

These cards relate to the correspondence described in entry 105. They show subject of correspondence, subject number, date, and abstract of correspondence. Arranged numerically, thereunder alphabetically by ship's symbol, thereunder numerically by ship's number, and thereunder chronologically.

INDEX TO CORRESPONDENCE CONCERNING SHIPS. 1896-1925. 52 ft. 107

A card index to the correspondence described in entries 92 and 105 showing, for the period 1896-1915, the subject of correspondence and its subject number, and sometimes an abstract of correspondence, its date and serial number; and, for the period 1915-25, the ship's name, symbol, and number, and the subject number of correspondence. Arranged alphabetically by name of ship. There is an alphabetical index to classes of ships.

MISCELLANEOUS CORRESPONDENCE CONCERNING SHIPS. 1916-25. 90 ft. 108

Incoming correspondence and copies of replies thereto concerning such matters as requests for information, offers of suggestions, and inventions in connection with ships in general. Arranged numerically under numbers 300 and 301 (301 superseded 300 for miscellaneous correspondence). For an index to this correspondence, see entry 91; for history cards, see entry 109.

HISTORY CARDS. 1916-25. 3 ft. 109

These cards relate to the correspondence described in entry 108. They show subject of correspondence, abstract of correspondence, date, and file number. Arranged numerically and thereunder chronologically.

CORRESPONDENCE RELATING TO STEEL INSPECTION ("I" DOCUMENTS). 1898-1912. 40 ft. 110

Incoming correspondence and copies of outgoing correspondence with officials at navy yards, shipbuilding firms, steel manufacturers, and other Navy Department bureaus (particularly the Bureau of Ordnance), concerning inspections, requirements, contracts, specifications, experiments, and tests of steel and of articles made of steel for naval purposes. Incoming communications and copies of replies are filed together numerically (Nos. 1075-2831), the letter "I" being affixed to the numbers, except that a small group of these records (5 ft.) bearing numbers 2080-2090 and a few other numbers have been filed separately (see entry 83) in roughly numerical order. Most of the numbers have a subject significance and cover a collection of documents that are numbered serially under the subject numbers.

HISTORY CARDS TO CORRESPONDENCE RELATING TO STEEL INSPECTION. 1899-1912. 5 ft. 111

These cards relate to the correspondence described in entry 110. They show subject of correspondence, name of correspondent, subject number, abstract of correspondence, date, and serial number. Arranged numerically and thereunder chronologically.



CORRESPONDENCE RELATING TO LEGAL MATTERS. 1910-14. 1 in. 112

Copies of letters from the Attorney General and the Comptroller of the Treasury to the Secretary of the Navy, and from the Secretary of the Navy to chiefs of bureaus concerning legal opinions and interpretations of acts of Congress relating to the Navy Department. These copies are marked "Mr. H. C. Brunner's Copies." (Mr. Brunner was a clerk in the Bureau of Construction and Repair.) Arranged chronologically.

CORRESPONDENCE WITH ADM. WILLIAM S. SIMS. 1917-19. 5 ft. 113

Copies of letters, memoranda, reports, and endorsements exchanged between Admiral Sims, Commander of the United States Naval Forces Operating in European Waters, and the Bureau of Construction and Repair, other Navy Department bureaus, and the Secretary of the Navy relating to destroyer designs, airplanes and balloons, damages and repairs to vessels, equipment for the vessels operating in European waters, small craft, submarines, and personnel. Arranged according to a subject classification scheme.

CORRESPONDENCE AND DATA CONCERNING STOCK REQUIREMENTS. 1917-22. 10 ft. 114

Letters and despatches received, copies of letters and despatches sent, and memoranda concerning stock supplies of material and equipment to be maintained at naval shore establishments. Arranged in numerical order under a filing system using "S" plus a number for classification and a letter-number subhead consisting of the first letter of the name of the material or equipment in question, and a distinguishing number (the file labeled S12B3 concerns buckets; S12B6, bells for powerboats; and S41B16, ratchet braces).

GENERAL CORRESPONDENCE. 1925-40. 2,062 ft. 115

Letters and despatches received, copies of letters and despatches sent, reports, and memoranda. This correspondence includes papers that were withdrawn from the correspondence described in entry 88. These papers relate to individuals and generally date from 1912, but there are a few earlier items that are filed with the later papers relating to the same individual. A cross-reference in the place from which the papers were withdrawn indicates their present location in this correspondence. Arranged according to the Navy Filing Manual.

HISTORY CARDS. 1925-40. 156 ft. 116

Relate to the correspondence described in entry 115 and to the reports and other documents described in entry 118. The cards show classification filing symbol, serial number, date, and abstract of correspondence. Arranged according to the Navy Filing Manual and thereunder chronologically.

INDEX TO GENERAL CORRESPONDENCE. 1925-40. 51 ft. 117

A card index to the correspondence described in entry 115, the documents described in entry 118, and the contracts described in entry 286. The index shows name or subject, file number, and frequently an abstract of correspondence and date of correspondence. Some cards on miscellaneous subjects have been transferred to this index from the one described



in entry 91. Cards, referring to personnel correspondence transferred from the correspondence described in entry 88 to this correspondence, have been left in the index described in entry 91 and show the old file number only; cards relating to the same individuals in this index, 1925-40, show both the old and new numbers. Apparently only selected names and subjects are included. Arranged alphabetically by name or subject.

RESEARCH DATA. 1913-29. 16 vols. 3 ft. 118

Memoranda, reports, and compilations of data, by naval officers and others, on a variety of subjects such as cork lifejackets, statutory limitations in connection with repairs to ships, history of big gun battleships, consolidation of inspection forces under all bureaus, deck coverings, diesel engine and marine propulsion, and designs of various types of ships. Arranged numerically with lists, also arranged numerically, in each volume showing number, subject, name of author, and date. Until 1925 these records bear subject number 15474A of the correspondence described in entry 88, and thereafter they bear Navy Filing Manual symbol EN7A11 of the correspondence described in entry 115. In both of these series of correspondence there are cross-reference cards indicating the removal of this material, and an index card filed under the heading "Research Data" in the index described in entry 117 shows both subject numbers. The history cards described in entries 90 and 116 list the individual documents under the subject numbers.

CORRESPONDENCE REGARDING FINANCIAL MATTERS. 1925-40. 28 ft. 119

Letters and despatches received (originals addressed to the Bureau of Construction and Repair and information copies of correspondence addressed elsewhere for action) and copies of letters and despatches sent concerning appropriations and allotments. Arranged under the symbol L1 (appropriations, estimates, and allotments) according to the Navy Filing Manual symbols for large divisions of the naval establishment (such as navy yards, naval districts, fleets), but these divisions are not in alphabetical order. Included are files labeled L1 (ANV) and L1 (IN) which contain, respectively, correspondence pertaining to the appropriation for "Alterations to Naval Vessels" and correspondence pertaining to the appropriation for "Increase of the Navy."

RECORD OF TELEGRAMS AND RADIOGRAMS SENT AND RECEIVED. May 1916-Dec. 1929; Jan.-Mar. 1935; July 1938-Dec. 1939. 4 ft. 120

A daily record of telegrams and radiograms sent from May 1916 to December 1929 and from January to March 1935, giving time the message was sent, its file number, and place to which it was sent; and a record of telegrams and radiograms received from July 1938 to December 1939, giving file number of message and place from which it was received. Arranged chronologically.

MEMORANDA SENT ON SELECTED SUBJECTS. 1933-37. 1 ft. 121

Copies of outgoing memoranda relating to ground tackle, fire extinguishers, and diving. Arranged by subject and thereunder chronologically.



## Circulars, Orders, and Regulations

CIRCULARS, ORDERS, AND REGULATIONS. 1865-88. 2 vols. and 1 index vol.  
4 in. 122

Copies of circulars, general orders, and regulations issued by the Navy Department; copies of sections from revised statutes relating to naval matters; and copies of circulars issued by the Bureau of Construction and Repair. They relate to a variety of matters, such as names of vessels; the requisition, inspection, and delivery of materials; surveys of vessels; and personnel. Arranged chronologically. Most of the material is duplicated in the two volumes. One volume contains a subject index; the subject index to the other volume is in a separate volume.

CIRCULARS. 1882-92. 1 vol. 1 in. 123

Copies of circulars issued by the Bureau of Construction and Repair and of a few circulars issued by the Navy Department or other bureaus of that Department relating to such matters as requisitions for stores and materials, plans and specifications for vessels, the outfitting of vessels, the preparation of various reports--including schedules--for contracts, and expenditures and appropriations. Arranged chronologically. There is a subject index in the front of the volume.

CIRCULAR LETTERS. Nov. 1911-Mar. 1912. 1 vol. 1/4 in. 124

Copies of circular letters issued by the Bureau of Construction and Repair relating to such matters as instructions for submitting reports and the use of printed forms; approvals for making repairs to vessels; and manufacturing, supplying, and packing parts for vessels. Arranged chronologically.

CIRCULARS, MEMORANDA, AND INSTRUCTIONS. Jan. 1917-Mar. 1919. 3 vols.  
3 in. 125

Copies of circulars, circular letters, memoranda, and instructions issued by the Secretary of the Navy, the Bureau of Construction and Repair, and other bureaus of the Navy Department relating to various matters such as personnel, subsistence, office procedure, inspection of aircraft materials, contracts for vessels, camouflage painting, and repairs to vessels. The issuances in the first volume, covering the period January 1917-October 1918, are arranged chronologically and are indexed; issuances in the other two volumes, covering the period February 1918-March 1919, are unarranged and contain some duplications of material.

## Plans of Ships and Stations, With Related Records

PLANS OF SHIPS AND SHORE ESTABLISHMENTS. 1794-1910. 2,800 ft. 126

Plans, tracings, blueprints, and vandykes (brown opaque drawings similar to blueprints except in color) of United States and foreign naval vessels, a few Confederate vessels, United States navy yards, and ships' facilities at foreign ports. Most of the plans are those of United States naval vessels, including plans of decks, bridges, inboard and outboard profiles, holds, magazines, armor, drainage systems, docking, and arrangement of sections, poop, forecastle, and superstructure. The navy yard plans include plans of buildings and docking facilities



as well as a few plans of dock layouts at foreign ports. The earlier plans (1794-98) were prepared in the offices of the Secretary of War, the Secretary of the Navy, and the Board of Navy Commissioners. For a continuation of plans of the Bureau of Construction and Repair, see entry 1282. Arranged numerically in the style 4-6-10, 72-10-17, the main (first) numbers running from 1 to 204. These plans are known, from the style of numbers, as the "Dash Plan Series." For indexes to this series, see entries 127 and 128.

INDEXES TO PLANS OF SHIPS AND SHORE ESTABLISHMENTS. 1794-1910. 360 ft.

Card indexes to the plans described in entry 126 are arranged in the <sup>127</sup> following series:

1. Alphabetically by name of ship and thereunder alphabetically by title of plan, except that occasionally the arrangement is by class of vessel (for example, "Adder Class") and thereunder alphabetically by title of plan (199 ft.). Some of these plans show only name of vessel, title of plan, and file number (dash plan number), but most of the plans show name of vessel, title of plan, drafting room number (dash number by which the plan is filed), plan number (probably contractor's or superintending constructor's number), date of plan and date it was received, file reference to a Bureau of Construction and Repair letter concerning the plan, from whom the plan was received (navy yard, shipbuilding firm, or Navy Department bureau), and sometimes whether it is a drawing, blueprint, or vandyke.
2. Alphabetically by type of ship and thereunder, if pertinent, by number, such as "Armored Cruiser No. 1" (16 ft.). The information on these cards is similar to that on cards described in series 1 except that the cards in this series frequently relate to proposed and unnamed ships and therefore no ship's name is given. Some of these cards are cross-reference cards to the cards described in series 1. For instance, a card stating "Battleship No. 1-see Bainbridge" refers to plans of the Bainbridge, indexed in series 1.
3. Alphabetically by name of foreign country and thereunder alphabetically by name of ship (1 ft.). These cards are duplicated by the cards described in series 1.
4. Two miscellaneous series (10 ft.) unrelated to specifically named ships or related to more than one ship, the second series including plans of navy yards and foreign port facilities. Arranged by subject (title of plan, class of vessel, name of navy yard, or name of foreign port).
5. "Navy Yard File" (4 ft.), arranged alphabetically by name of vessel, with a few subject headings such as "Miscellaneous English Plans" and "Miscellaneous French Data." The dash numbers on these cards are practically all in the 140's and 190's. These cards are not duplicated by the cards described in series 1.
6. Arranged alphabetically by title of plan, cards for miscellaneous ships being filed under "M" and those for navy yards, under "Y," in two



series (95 ft. in the first series and 35 ft. in the second series). There is no apparent distinction between the two series.

INDEX TO FINISHED PLANS OF SHIPS STRICKEN FROM THE NAVY REGISTER.

1904-15. 4 ft.

128

A card index showing name of ship, title of plan, and file reference to dash plan number (see entry 126) or to vault, pigeonhole, and yard number. Arranged alphabetically by name of vessel. The vault, pigeon hole, and yard number references are unidentified and may relate to a previous location or filing arrangement of the plans. Stricken vessels are those sold, scrapped, or otherwise disposed of by the Navy Department. Most of the cards are undated and many of them are probably of an earlier date than 1904. Included are cards for the Amphitrite referring to plans of this vessel that are misfiled with plans of foreign vessels (see entry 138).

MISCELLANEOUS PLANS. ca. 1863-1919. 25 ft.

129

Plans and blueprints, mostly of United States naval vessels, similar to those described in entry 126. Unarranged.

RECORD OF BLUEPRINTS AND TRACINGS OF VESSELS. 1893-95. 2 vols.

2 in.

130

A record of plans sent to other Navy Department bureaus, the Secretary of the Navy, naval constructors at navy yards and shipyards, and a few naval stations and naval boards showing date sent, place sent, name of vessel and title of plan, whether it is a blueprint or tracing, and the number of blueprints or tracings sent. Arranged chronologically and thereunder by name of agency or station to which sent or by name of vessel, with indexes to places sent and names of vessels in the volumes.

PLANS OF BATTLESHIPS. 1896. 2 vols. 1 in.

131

Plans of inboard profiles, decks, holds, and platforms. One volume contains plans of the "Alabama and Class"; the other, plans of the Illinois. The plans are not dated, but it is indicated on some of them that they were prepared to illustrate an article on "The New Battleships" published in Transactions of the Society of Naval Architects and Engineers in 1896.

RECORD OF PLANS SENT. 1896-98. 2 vols. 3 in.

132

Shows date plan was sent, name of ship and title of plan, and number of sets sent. Arranged chronologically, with indexes to names of ships in the volumes.

RECORD OF PLANS RECEIVED OF TORPEDO BOAT DESTROYERS NOS. 14, 15, and 16.

1899-1902. 1 vol. 1/2 in.

133

This volume contains a list of contractor's plans showing plan number, subject, date of approval, number of blueprints, date forwarded to Bureau, file reference to transmittal letter, and remarks; and a list of reference plans showing reference number, plan number or mark, subject, number of prints received, date received, from whom received (the Bureau of Construction and Repair and various shipbuilding firms), file reference to correspondence (unidentified), number of receipts forwarded, to



whom receipts were forwarded, and date receipts were forwarded. Arranged by "Contractors Plans" and "Reference Plans," thereunder numerically by plan number. The officer or station receiving these plans is not shown. These ships were in service at various stations during the period.

PLANS OF THE CHICAGO. ca. 1907. 1 vol. 1 in. 134

Blueprint diagrams of the steering gear, spare steering gear, wardroom moldings, sliding doors in the cabin, aftershaft hanger, shaft tube, lifeline stanchions, sections of billboard, and similar equipment. Arranged by type of plan. Included are one or two similar plans of the Atlanta. The plans are not dated, but many of them were received by the Bureau of Construction and Repair in 1907. These ships were in service at this time.

RECORD OF NEGATIVES RECEIVED. 1910-12. 1 vol. 1 in. 135

Shows date negative was received, subject of negative and name of vessel to which it relates, file number of negative, and sometimes a notation that it was a glass negative. Arranged chronologically.

INDEX TO PLANS OF NAVAL AUXILIARY VESSELS AND ARMED MERCHANTMEN. 1915-18. 3 ft. 136

A card index to plans of naval auxiliary vessels and armed merchantmen acquired by the Navy Department for temporary use during World War I. The cards show name of vessel, class (auxiliary vessel or armed merchantman), name of foreign country if the vessel formerly belonged to a foreign country, title of plan, and file reference (vault, pigeonhole number, and yard number). The plans are of the vessels' hulls, machinery, and gun emplacements. Arranged alphabetically by name of vessel. The plans to which this index refers have not been found.

PLANS OF MERCHANT VESSELS. 1917-18. 15 ft. 137

Plans, tracings, blueprints, and vandykes of merchant vessels operated by the Navy Department during World War I. Included are general arrangement plans; hull plans; and plans of enginerooms, pumping and drainage systems, and apparatus and equipment. Arranged according to a numerical-alphabetical system.

PLANS OF FOREIGN VESSELS. 1917-33. 24 ft. 138

Plans showing arrangements of various parts, machinery, lighting and ventilation systems, and other apparatus, chiefly of British battleships of the World War I period. Arranged according to an alphabetical-numerical system (the letters A to O with numerical breakdowns under the letters). The letters of the alphabet that were used have no connection with a ship's name, but plans relating to a given ship are usually filed under the same letter. Misfiled with these records are plans of the Amphitrite, a United States vessel, 1891-99, which are included in the index to plans of ships stricken from the Navy Register (see entry 128).

STANDARD BOAT DETAIL SHEETS. 1919-37. 2 vols. 4 in. 139

Blueprints of machinery and equipment, with descriptions of alterations and schedules of materials. There is no particular arrangement except that related plans are frequently grouped together.



PLANS OF NAVY YARDS AND NAVAL BASES. 1917-19. 1 ft. 140

Ground plans of yards and bases showing name and location of yard or base, date, and location and designation of buildings; and plans of departments at yards, such as the Public Works Department of the Washington Navy Yard, in which improvements made by the Public Works Department are indicated. Unarranged.

Records Relating to Ships' Descriptions, Dimensions, Weights,  
Calculations, Tests, and Trials

RECORD OF TESTS OF CONSTRUCTION MATERIALS. 1883-84. 1 vol. 1/2 in.

141

This volume contains data on tensile strength tests performed on steel, beams, castings, and other steel materials used in the construction of an unidentified vessel. Shown are the dates of these tests, the condition and dimensions of the material, and the results. Arranged in roughly chronological order.

REPORTS OF HULL WEIGHTS. 1883-93. 55 vols. 4 ft.

142

Monthly reports of weights of materials placed in the hulls of naval vessels showing items, finished weight of each, weight of rivets for each item, and total weight of each item plus rivets; and the total weight of all items, the total weight of all rivets, and the grand total of weights of items and rivets. Some of the volumes also include reports from the naval storekeeper of the weight of stores placed on board, from the equipment officer of the weight of equipment at the time of sailing, and from the inspector of machinery of the weights of machinery. Arranged alphabetically by name or class of vessel (such as gunboats and steam tugs), with subject indexes in some of the volumes.

RECORD OF WEIGHTS AND DESCRIPTION OF EQUIPMENT AND STORES FOR THE BOSTON. n.d. 1 vol. 1/2 in.

143

This volume contains a record of weights of equipment, and descriptions showing width, length, height, depth (or kind and size where pertinent) of spars, boats, deadeyes, hearts, blocks, furniture, and stores manufactured for the Boston at the Portsmouth Navy Yard. Arranged by type of equipment, with an index to items in the volume. This volume is undated, but it was sent to the Bureau of Construction and Repair in 1886.

RECORD OF HULL WEIGHTS OF THE NEWARK. 1886. 1 vol. 1/2 in.

144

This volume shows item, weight in pounds and in tons, center of gravity forward and aft, moments forward and abaft, center of gravity below and above, moments below and above, and remarks. Arranged by item, with an index to items in the volume.

RECORD OF HULL WEIGHTS, 870-TON GUNBOAT. 1888. 1 vol. 1/2 in.

145

Shows item, weight in pounds and in tons, center of gravity forward and aft, moments forward and abaft, center of gravity below and above, moments below and above, and remarks. Arranged by item, with an index to items in the volume.



TESTS TO BE APPLIED TO STEEL FOR USE IN THE CONSTRUCTION OF THE HULL AND MACHINERY OF CRUISERS NOS. 1, 4, AND 5 AND GUNBOATS NOS. 3 AND 4.

1888. 1/4 in.

146

Descriptions of tests to be made on steel for steel plates, steel castings, rivets, piston rings, and other parts made of steel. Arranged by subject.

RECORD OF ESTIMATED HULL WEIGHTS. 1889-94. 19 vols. 1 ft. 147

Shows name of vessel, item and its weight, and data regarding the center of gravity in connection with weight. Arranged by class of vessel and thereunder by number of vessel. The weight record in the volumes is not dated, but a number of the volumes include copies of correspondence, dated between 1889 and 1894, with other Navy Department bureaus concerning the weights.

RECORD OF WEIGHTS. 1890-92. 1 vol. 1 in. 148

Shows general class of equipment, parts, and apparatus (by class number), specific items thereunder and their weights, and the month. Arranged numerically by general class number, thereunder by item, and thereunder by date. There is an index to items in the volume. The name of the vessel to which this record refers is not shown.

RECORDS OF WEIGHTS IN HULLS OF SHIPS. 1890-96. 5 vols. 7 in. 149

Each of these volumes contains the record of the weights of various classes of materials or objects placed in the hull of a vessel. The reports in two of the volumes--those containing the weights for cruiser No. 11, the Marblehead, and Cruiser No. 8, the Raleigh--are in the form of letters submitted each month by the superintending constructor and are dated September 1890-March 1892 and January 1890-July 1892, respectively. The other three volumes contain tables of weights, one for the Concord, one for the Bennington, and one for a vessel whose name is not given. The dates of the records for the Concord and the Bennington are not given; the dates of the record for the unidentified vessel are 1890-96. The records for Cruisers Nos. 11 and 8 are arranged chronologically; those for the other vessels are arranged by class of material or object. There is a subject index in each volume.

MISCELLANEOUS CALCULATIONS RELATING TO VESSELS. n.d. 11 vols. 9 in. 150

Calculations of hull weights and of capacities of coal bunkers, estimates relating to the center of gravity in connection with weights, calculations of weights of ordnance and equipment compiled from correspondence with the Bureaus of Ordnance and of Equipment, and calculations of length, width, and thickness of plates and other items in connection with specifications. These records appear to be working papers. Many of them were compiled by the same person. No dates are shown, but material in a number of the volumes concerns battleships built after 1890. Arranged by name or class of vessel.

MOLD LOFT DIMENSIONS OF HARBOR DEFENSE RAM. 1892. 1 vol. 1/2 in. 151

This volume shows dimensions of half-breadths, heights above the base line, and the contour of the stern.



RECORDS OF SHIPS' WEIGHTS. 1892-1921. 295 vols. 45 ft. 152

These volumes vary in form and content. Most of them fall into the following two classes: (1) Detail of Calculation of Weights, showing ship's part, apparatus, or equipment and thereunder a description and dimensions of material, weight per unit, number of units, total weights, and data relating to weights in connection with the center of gravity, with recapitulations of calculated weights. (2) Returned Finished Weights, showing ship's part, apparatus or equipment, specific item thereunder, and weight. There are also a few volumes of preliminary weight estimates of proposed vessels. The general arrangement within the volumes is numerical by group number assigned each part or general class of apparatus or equipment. Part of the series is arranged by name of vessel in roughly alphabetical order, and part is arranged by class of vessel (such as battleship or destroyer).

RECORD OF CHANGES IN WEIGHTS AND CENTERS OF GRAVITY. 1893-94. 3 vols. 2 in. 153

Narrative accounts of changes in weights and centers of gravity for ordnance, hull, machinery, equipment, and stores for the battleship Iowa, U. S. Gunboat No. 7, and the armored cruiser Brooklyn, including information concerning the nature of the change and changes in weights involved, and occasionally showing file number of Bureau's letter relating to the change. Arranged by name of vessel, with subject indexes in the volumes. U. S. Gunboat No. 7 was built by the Newport News Shipbuilding and Dry Dock Co., Newport News, Va., and the Iowa and the Brooklyn were built by the William Cramp and Sons Shipbuilding Co., Philadelphia, Pa. Entries in the three volumes were all made by the same person, probably someone in the Bureau of Construction and Repair in Washington, D. C.

CALCULATIONS OF CHANGES IN DISPLACEMENT, METACENTRIC HEIGHT, AND TRIM OF VESSELS. 1894-1902. 15 vols. 2 ft. 154

These volumes show name and type of vessel, reason for changes (generally because of changes in design or equipment), weight of vessel before change, weight removed, and weight added. Some of the volumes also contain recapitulations giving details of weight removed and added, remarks, and file references pertinent to the Bureau's correspondence. Arranged by name of vessel.

CALCULATIONS RELATING TO THE KATAHDIN. 1895. 1 vol. 1/4 in. 155

Mathematical calculations of curves on displacement scale and cross-curves for stability.

INCLINING EXPERIMENT DATA. 1895-1925. 67 vols. 2 ft. 156

Before being released by contractors, naval vessels were inclined to ascertain the position of the center of gravity. The information shown in these volumes includes the time and place of the experiment; name of officer supervising the experiment; weather, tide, and mooring conditions; condition of the ship as to completeness and as to water in bilges; density of water where the experiment was made; and data regarding weights, pendulums, readings, and results. Arranged by name of vessel.



STABILITY CALCULATIONS FOR 70-FOOT TORPEDO BOAT. 1896. 1 vol. 1/4 in.

157

Mathematical calculations relating to the stability of this vessel.

RECORD OF THE TRIAL BOARD FOR THE MARIETTA AND THE WHEELING.

May-June 1897. 1 vol. 1/4 in.

158

Contains the record kept by the recorder of the board appointed to make trials at San Francisco of these two vessels constructed by the Union Iron Works, San Francisco, Calif. The record shows the daily activities of the board and lists the correspondence sent and received by the board each day (giving name of person from whom or to whom correspondence was sent, and date and subject of correspondence). The volume bears a Bureau of Construction and Repair correspondence file number showing that it was received as an enclosure to correspondence. Arranged chronologically.

INSTRUCTIONS FOR STANDARD SHIP CALCULATIONS. 1898. 1 vol. 1/2 in.

159

Printed tables containing mathematical data for calculating stability, the center of buoyancy, metacentric radii, appendages and wetted surface, and appendages and midship section. Arranged by type of calculation.

STANDARD CLASSIFICATION OF CALCULATED AND RETURNED FINISHED WEIGHTS.

1898-99. 2 vols. 1 in.

160

These volumes show group (there are some 50 groups each covering a general class of ships' parts, machinery, equipment, or supplies), specific part under the group, and a description and remarks concerning the part. Arranged chronologically and thereunder numerically by group number.

BOOKLETS CONTAINING REPORTS OF WEIGHTS, DESCRIPTIONS AND TESTS OF ELECTRIC AUXILIARIES, PHOTOGRAPHS, AND GENERAL INFORMATION REGARDING NAVAL VESSELS. 1900-1917. 200 vols. 15 ft.

161

These records consist of the following classes of booklets, mostly in the form of paperbound blueprints, relating to individual naval vessels. (1) Detailed Finished Weights, showing name of vessel, station of superintending constructor, year, and, under the general group of equipment and parts (there are some 50 groups for such classes as stempost and sternpost, transverse framing, main deck, and steering appliances) the specific items and their weights. Arranged within the volumes numerically by group number, with indexes showing item, group number, and page number, and summaries showing group number, weights of classes of items, and total weights for each group. (2) Tests of Electric Auxiliaries, showing name of vessel, station of superintending constructor, year, and performance and descriptive data concerning tests of electric auxiliaries (cranes, pumps, hoists, fans, motors, winches, etc.). Arranged within the volumes by type of electric auxiliary, with tables of contents and sometimes alphabetical indexes. (3) Descriptions of Electric Auxiliaries, containing name of vessel, station of superintending constructor, year, and narrative descriptions (including some diagrams and statistical tables) of electrically operated auxiliaries, such as systems of power wiring, ventilation fans, deck winches, electric freshwater



pumps, and endless chain ammunition hoists. Arranged within the volumes by type of electric auxiliary, with tables of contents and indexes. Some of these descriptions contain corrections and additions prepared when the vessels were overhauled. (4) Descriptions and Tests of Electric Appliances, combining the information contained in the booklets described in 2 and 3 above, and arranged in the same manner as those booklets. (5) General Information, showing name of vessel, station of superintending constructor, year, ship's complement of officers and crew, and dimensions of ship. The booklets also contain descriptions of batteries, anchors and chains, watertight compartments, valves, fireplugs, cooling arrangements, ammunition handling arrangements, steering gear, systems for pumping, drainage, flooding, and sprinkling, and the various rooms on the ship. Arranged within the volumes by subject, with tables of contents. (6) Photographs (a few booklets only), showing views of vessels as a whole and of rooms and decks on vessels.

The series is arranged alphabetically by name of vessel. A few volumes relate to two vessels of the same class and are filed alphabetically by name of vessel. Many of the booklets bear file references to correspondence of the Bureau of Construction and Repair showing that they were originally enclosures to incoming correspondence. There are very few booklets for the years before 1902 and after 1912. Not all vessels are represented by all the types of booklets described; the number and types of booklets on file for each vessel vary considerably.

DATA CONCERNING DESTROYERS NOS. 1, 2, AND 3. 1901. 1 vol. 1 in. 162

This volume contains drawings of profiles of stem and stern, with authorized changes indicated, heights of half-breadths, decks, and sections, and working papers relating to heights inserted loosely in the volume. The figures appear to relate to mold loft dimensions.

RECORD OF SHIPS' WEIGHTS. 1902-6. 6 vols. 1 ft. 163

These volumes show the location and weights of bulkheads, doors, hatches, armor plating, airports, deck lights, hoisting machinery, and all types of structures and fittings on board the Chauncey, the Bainbridge, the St. Louis, and two other unidentified vessels. Arranged by name of vessel and thereunder by name of section of ship.

COMPUTATIONS RELATING TO THE CANONICUS AND THE PASSAIC. 1903-4. 2 vols. 2 in. 164

Mathematical computations, with drawings, relating to weights and dimensions of plating, bolts, deck planking, stempost and sternpost, rudder, and similar items. The items are numbered, and most of the computations are arranged numerically by item number. One volume, dated 1903-4, contains entries for the Canonicus; the other volume contains entries for the Canonicus and the Passaic. The latter volume, which is undated, contains a list of items arranged numerically and showing page number of volume.

REPORT ON THE PRELIMINARY TRIAL OF THE COLORADO. Nov. 1904. 1 vol. 1/2 in. 165

A copy of the report of the Board of Inspection and Survey, Washington, D. C., on the trial of this vessel at the New York Navy Yard. It



contains information regarding the hull, fittings, equipment, machinery, and speed trials. Included are lists of uncompleted work.

The Board of Inspection and Survey was organized under an act of Congress approved August 5, 1882, which required the Secretary of the Navy to provide for the inspection of all naval vessels. The functions of the Board were later extended to include acceptance examination trials of naval vessels and the inspection of newly commissioned vessels and of vessels returning from foreign stations. A Pacific Coast Section of the Board was maintained at San Francisco, Calif. The Board generally conducted inspections and trials through subboards of inspection and survey. From 1889 to 1909 the Board was under the Bureau of Navigation; in 1909 it was transferred to the Office of the Secretary of the Navy; and in 1915 it was transferred to the Office of the Chief of Naval Operations where it became the Inspection Division.

DETAILED FINISHED WEIGHTS OF THE ST. LOUIS. 1906. 1 vol. 1 in. 166

This volume shows general class of ship's parts, equipment, and apparatus; specific items thereunder and their weights; and total weights for each class. Arranged numerically by general class (or group) number. A summary, by group number, shows classes and weights; and an index, arranged alphabetically by item, shows group number and page number.

RECORD OF SHIPS' WEIGHTS OF THE PADUCAH. 1906. 1 vol. 2 in. 167

This volume shows general class of equipment and machinery (some 50 groups), specific items thereunder, and their weights. Arranged numerically by group number.

REPORTS OF TRIALS OF THE NEREUS, THE PROTEUS, THE ORION, THE JASON, THE CYCLOPS, THE NEPTUNE, THE NORTH CAROLINA, AND THE WASHINGTON. 1906-13. 4 in. 168

Reports of trial boards on preliminary and final trials of vessels, containing information on the performance of the vessels. Some of the reports are accompanied by data sheets containing technical compilations on the performance of engines and hulls. Arranged by name of vessel.

REPORTS OF TESTS OF ELECTRIC AUXILIARIES OF THE VERMONT. 1907. 1 vol. 1 in. 169

Reports of shop tests and ship tests of electric auxiliaries installed on this vessel under the jurisdiction of the Bureau of Construction and Repair, with tabulations of data. Arranged by subject, with a table of contents and an index.

TRACINGS OF TRIALS OF VESSELS. 1907-11. 1 ft. 170

Tracings of the Board of Inspection and Survey (see entry 161) to accompany reports of trial boards, containing technical data on the performance of ships under trial. They show name of ship, course over which trial took place, time of run, speed of ship, and data regarding temperatures and behavior of boilers. Arranged numerically under dash plan number 196-1 (196-1-1 to 196-1-44), but filed separately from the "Dash Plan Series" (see entry 126) and not included in the index to that series. There is a card list showing name of ship and file number, arranged



numerically by file number. These cards evidently refer to additional tracings, since they show numbers as high as 196-1-100.

DETAIL CALCULATION OF WEIGHTS OF THE PENNSYLVANIA. 1912. 1 vol. 2 in. 171

This volume shows general class of equipment and machinery and thereunder specific items, number of units, weights per unit, total weights, and data regarding weights in connection with the center of gravity. Arranged by group number of class of equipment and machinery, with an index in the front of the volume.

DESCRIPTIONS AND TEST REPORTS OF ELECTRIC AUXILIARIES OF THE UTAH. ca. 1912. 1 vol. 1 in. 172

Descriptions and tests of the electrically operated auxiliaries installed on the Utah by or under the supervision of the Bureau of Construction and Repair. They contain a brief description of the mechanical features of each auxiliary, with data on its electrical and mechanical appliances; diagrams of electrical connections; descriptions of the various types of motors, rheostats, controlling appliances, and safety devices; directions for the operation and care of the apparatus; and descriptions and results of the shop tests and ship tests of the electrical apparatus. These printed volumes are undated, but they contain a photograph of the completed Utah, dated in 1912. Arranged by subject. There are indexes, arranged alphabetically by subject, in the front of the volumes.

SHOP TEST REPORTS FROM THE DIEHL MANUFACTURING CO., ELIZABETHPORT, N. J. 1912. 7 in. 173

Reports to the Bureau of Construction and Repair from the electrical aid and other technicians employed by this company on tests of motors, ventilating sets, laundry equipment, winches, and spare parts under manufacture at this company for a number of vessels, including a few submarines. Related correspondence and some blueprints and diagrams are included. There are also some reports of inspections and shipments of spare parts. Arranged in general by name of vessel but occasionally by name of article tested.

DETAIL CALCULATIONS OF WEIGHTS OF DESTROYERS 57-62 AND 69-74. 1913-15. 2 vols. 3 in. 174

These volumes show general class of equipment and machinery and thereunder specific items, number of units, weight per unit, total weights, and data regarding weights in connection with the center of gravity. Arranged by vessel number (one volume relates to destroyers Nos. 57-62 and the other volume to destroyers Nos. 69-74) and thereunder numerically by group number of class of equipment and machinery. There are indexes in the front of the volumes.

CORRECTIONS AND ADDITIONS TO DESCRIPTION OF ELECTRICAL AUXILIARIES OF THE DELAWARE. 1915. 1 booklet. Less than 1/4 in. 175

This booklet contains explanations of corrections and additions made to the "Description of Electrical Auxiliaries" in connection with the overhaul of the ship at the Norfolk Navy Yard. Arranged by subject.



CORRECTIONS AND ADDITIONS TO DESCRIPTION OF ELECTRICAL AUXILIARIES OF  
THE VERMONT. 1915. 1 booklet. Less than 1/4 in. 176

This booklet contains explanations of corrections and additions made to the "Description of Electrical Auxiliaries" in connection with the overhaul of the ship at the Norfolk Navy Yard. Arranged by subject.

CORRECTIONS AND ADDITIONS TO DESCRIPTION OF ELECTRICAL AUXILIARIES OF  
THE NEW HAMPSHIRE. 1915-16. 1 booklet. Less than 1/4 in. 177

This booklet contains explanations of corrections and additions made to the "Description of Electrical Auxiliaries" in connection with the overhaul of the ship at the Norfolk Navy Yard. Arranged by subject.

DETAIL CALCULATIONS OF WEIGHTS OF BATTLE CRUISERS NOS. 1-5. 1916. 1 vol.  
6 in. 178

This volume shows general class of equipment and machinery and thereunder specific items, number of units, weight per unit, total weights, and data regarding weights in connection with the center of gravity. Arranged numerically by group number of class of equipment and machinery. There is an index in the front of the volume.

DENVER MOLD LOFT BOOK. n.d. 1 vol. 1 in. 179

Contains penciled notations apparently relating to measurements of the Denver. It is not further identified. Arranged in general by part of vessel.

WEIGHT BOOK OF THE STRINGHAM. n.d. 1 vol. 1 in. 180

Shows general class of ship's parts, apparatus, and equipment (such as keel, transverse framing, lower deck, and bulkheads), specific items thereunder, and their weights. Arranged by name of general class of item.

DATA RELATING TO A 750-TON TORPEDO CRUISER. n.d. 1 vol. 1 in. 181

This volume contains a few pages of notations describing the battery and machinery of this vessel and showing weights and dimensions. There is no particular arrangement.

WEIGHT BOOK OF THE WHIPPLE. n.d. 1 vol. 1 in. 182

Shows general class of ship's parts, apparatus, and equipment, specific items thereunder, and their weights. Arranged numerically by group number of general class of item.

MOLD LOFT DIMENSIONS. n.d. 1 vol. 1/2 in. 183

This volume shows dimensions of half-breadths; radius and center of stern tube boss; dimensions of engineroom, coal bunker, and ordinary floors; and offsets for turtle deck. Included are several diagrams. The name of the vessel concerned is not shown.

NOTES ON TESTS. n.d. 1 vol. 1/2 in. 184

This volume contains rough notes, drawings, and calculations on various tests conducted on materials and machinery for unidentified vessels. Unarranged.



This volume records weights of plates, frames, angles, and beams used in the construction of an unidentified vessel, showing their dimensions and identifying marks. Arranged by type of material, with a list of materials arranged numerically by page number.

Records Relating to Claims Involving Vessels

These records concern claims of contractors against the Navy Department in connection with the building of Civil War vessels and the building of vessels from about 1894 to 1908 when the Navy was being rapidly increased; claims of German nationals for merchant vessels taken by the United States during World War I; and claims of the Electric Boat Co. of Groton, Conn., in connection with the building of World War I submarines.

The claims arising out of Civil War contracts for war vessels were for additional compensation for alterations and extra work, alleged delays, and increased costs of labor and materials when the time for completing the contract had been extended. These claims of contractors for damages of various sorts growing out of the construction of vessels of war and steam machinery led to the organization, between 1863 and 1870, of six boards of naval officers having widely divergent instructions but all passing in one way or another on all or part of these claims. The first board, known as the Board of August 1863, was appointed on June 25, 1863, to examine and report on the claims of two companies for extra work and extra expense on several vessels. It made its report on August 29, 1863, and transacted no further business. On October 7, 1863, the Chief of the Bureau of Construction and Repair reported to the Secretary of the Navy on the confused condition of accounts of vessels under construction and requested that a board be appointed to examine the extent of the liability of the Government in each case. Accordingly, on October 16, 1863, the Secretary appointed Adm. F. H. Gregory president of a board, known as the Gregory Board, to examine and report on the cost of the changes made since the contracts were awarded in the vessels of the monitor class then under construction for the Navy Department. This board met irregularly from October 26, 1863, until January 1865, when it took up the accounts of the various contractors and prepared them for settlement. The claims of the contractors were submitted directly to the board without the intervention of the Navy Department. The board recommended the amounts to be paid, and the Bureau of Construction and Repair paid the recommended amounts to the contractors. After the death of Admiral Gregory on October 4, 1866, his senior assistant, Commodore Cadwalader Ringgold, assumed Gregory's duties as General Superintendent of Ironclads and as president of the board. The board continued to pass upon the bills of contractors and to submit recommendations to the Navy Department until November 1, 1866, when the office of the General Superintendent of Ironclads was ordered closed by the Navy Department. Coincident with the closing of the office of the General Superintendent of Ironclads, Commodore Ringgold was appointed president of a board to pass on a number of accounts of contractors. The two continuous boards over which Commodore Ringgold presided were considered as one board, known as the Ringgold



Board. Some of the claims considered by it were received directly from the contractors and others were referred to the board by the Navy Department. Its procedure was similar to that of the Gregory Board. The Ringgold Board submitted a complete report of its work on May 4, 1867, and transacted no further business.

On March 9, 1865, the Senate passed a resolution to inquire into and to determine how much the vessels of war and steam machinery contracted for by the Navy Department in the years 1862 and 1863 cost the contractors over and above the contract price and allowance for extra work. Only the vessels that had given satisfaction to the Department were to be considered. On May 25, 1865, as a result of this action, the Secretary of the Navy appointed Commodore Thomas O. Selfridge president of a board, known as the Selfridge Board, which met at the New York Navy Yard on July 5, 1856, and adjourned on December 23, 1865. This board was furnished with a list of vessels that had given satisfaction to the Navy Department, and the contractors submitted their claims directly to the board. The board's report stated the excess of cost to contractors as determined by the board, but it did not determine to what extent the Government was responsible for any increased cost due the contractor over and above the contract price and allowance for extra work.

By an act of Congress approved March 2, 1867, the Secretary of the Navy was directed to investigate the claims of all contractors for building vessels of war and for the steam machinery therefor under contracts made after May 1, 1861, and before January 1, 1864, on the following basis: to ascertain the additional cost which was necessarily incurred by each contractor in the completion of his work by reason of any change or alteration in the plans and specifications required and of delays in the prosecution of the work that were caused by the Government and were not provided for in the original contract. The Secretary was directed to submit to Congress a tabular statement of each case containing the name of the contractor, description of the work, the contract price, the increased cost of the work over the contract price, and the amount of such increased cost caused by the delay and action of the Government. On July 6, 1867, Commodore J. B. Marchand was appointed president of a board, known as the Marchand Board, to gather the required information. This board met in Washington, D. C., from July 8 to October 16, 1867, when it was dissolved. It was reconvened on November 26, 1867, to consider two additional claims, and it was finally dissolved on that date. The board submitted a tabular statement of the results of its investigations, which was transmitted to Congress by the Secretary of the Navy on December 4, 1867.

The last board, known as the Boggs Board, was established by order of the Secretary of the Navy, dated August 6, 1869, to examine the claims of two companies for charges extra to the contract in the construction of several harbor and river monitors. Commodore Charles S. Boggs was president of this board, which met on August 17, 1869, and adjourned on August 20. The board was reconvened in November 1869 to consider an additional claim, and it was finally dissolved on November 19, 1869. It recommended a payment to the two companies, and the payment was made by the Bureau of Construction and Repair.



As a result of the reports and recommendations of these boards, the Navy Department paid a number of claims, some in amounts corresponding to the findings of the boards and others in part. Congress, by special acts and appropriation acts, provided for direct payment of a number of the claims and, by statute, sent others to the Court of Claims for judgment and payment of the amounts due. Some of these claims were not settled until many years after the close of the Civil War.

Naval vessels contracted for after the Civil War, particularly after the 1880's when the Navy was being rapidly rebuilt and increased, were involved in litigation before the Court of Claims for several reasons, such as inability of the contractor to complete the contract at the specified time because of the nondelivery of structural material, inability to obtain a sufficient supply of skilled labor, and strikes. In cases involving the construction of torpedo boats and destroyers, contractors claimed, as an additional reason for delay, that contracts for the construction of these vessels were so exacting that full compliance with them was often impossible. To provide against delays, contracts for new ships generally contained clauses assigning penalties for delays, with a provision authorizing the Secretary of the Navy, for good cause shown, to extend the time provided in the contract for completion. If the Secretary refused to do this and the contractor thought the penalty unjust, he could take his case to the Court of Claims, which was authorized to hear and determine, among other types of claims, those arising out of contracts with the Government. In addition to the records relating to these claims described below, the field records of the Bureau also contain some records relating to these claims (see entries 623, 673, 674, 773, 804, 842, 850, and 852).

On May 12, 1917, shortly after the United States entered World War I, a joint resolution was passed by Congress authorizing the President to take possession of merchant vessels owned by citizens, corporations, and subjects of nations with which the United States was at war and directing the Secretary of the Navy to appoint a Board of Survey to ascertain the actual value of the vessels at the time they were taken. The Settlement of War Claims Act, approved March 10, 1928, provided for the appointment of a War Claims Arbiter whose duties included the determination of fair compensation to German nationals for merchant vessels taken by the United States during World War I. Both the Arbiter and the Department of Justice, representing the United States in claims before the Arbiter, requested the Navy Department to furnish information and assistance regarding vessels seized under the joint resolution of May 12, 1917. In 1928 and 1929 information regarding these vessels was compiled from the records of the Bureau of Construction and Repair and was forwarded as requested.

The claims of the Electric Boat Co., Groton, Conn., in connection with submarine contracts, were investigated by a board of naval officers appointed by the Secretary of the Navy in May 1920. The claims were for damages caused to the contractor by delays resulting from changes ordered by the Navy Department, delays causing the contractor to lose premiums for early deliveries, increased and retroactive wages, and extra police



protection. The board, meeting at Groton, Conn., and other places, continued its investigations until about 1925.

RECORDS RELATING TO CLAIMS IN CONNECTION WITH THE CONSTRUCTION OF CIVIL WAR NAVAL VESSELS. 1861-1909. 60 ft. 186

1. Papers relating to accounts and supplies, consisting of data regarding wages and prices compiled from Senate and Labor Department reports, navy yard payrolls, and the books of contractors; correspondence, dated in 1907, regarding prices in the 1860's; diagrams and graphs concerning wages and prices; memoranda of prices, consisting of documents of the Civil War period and compilations of later dates; compilations of data regarding payments in connection with changes in specifications and extra work; letters forwarding approved bills; and proposals and advertisements for the construction of vessels and for materials and supplies. Arranged numerically by envelope number (Nos. 1-10, 42, 43, 117-118A, 601-602, 604-614, and 620).

2. Papers relating to war vessels, consisting of correspondence between superintending constructors, inspectors, or contractors and the Navy Department at the time of construction of the vessels; compilations of data regarding costs; analyses of the claimants' evidence before boards of naval officers; and, in Court of Claims cases, bound volumes containing "correct copies" of letters, progress reports, bills, contracts, specifications, blueprints, and financial statements forwarded in response to the call of the Department of Justice. Arranged in numbered envelopes by name of vessel, except that a few papers are filed under the heading "Miscellaneous Vessels," the class of vessel (such as light-draft monitors), or the name of the contractor (envelope numbers 21, 23, 31, 33, 35-36, 72-103, 123-541, and 703-812). Filed separately are 14 volumes of "correct copies" of documents submitted in Court of Claims cases, most of which bear envelope numbers but which are not arranged numerically.

3. Papers relating to boards of naval officers, consisting of calculations regarding expenditures and costs submitted to or compiled by the Ringgold Board; papers relating to the establishment and organization of the Gregory and Selfridge Boards, with some related correspondence; proceedings of the Marchand Board; and a report of the Boggs Board containing information regarding its establishment, its membership, and the awards it made. Arranged by name of board in numbered envelopes (Nos. 52-60).

4. Papers relating to Admiral Gregory's tenure as General Superintendent of Ironclads, consisting of orders to principal inspectors, correspondence with local inspectors, reports of expenditures and other accounting records, correspondence and estimates concerning the pay of employees, and correspondence concerning the administration of the office. Arranged numerically in numbered envelopes (Nos. 105-116).

5. Miscellaneous records, consisting of correspondence regarding devices for removing harbor obstructions, ideas for new devices, and patents; orders and correspondence regarding the assignment of inspecting engineers; records of the Port Royal, S. C., Working Party (evidently a



force engaged in the repair and refitting of naval vessels), consisting of letters and reports regarding costs, employees, and repairs and other needs of naval vessels; tables relating to ironclads; charters; "unsorted" and "unidentified" papers; and papers relating to a few Court of Claims cases. Arranged numerically in numbered envelopes (Nos. 615-701), except for the Court of Claims papers that are filed by case number and do not bear envelope numbers.

According to a report found with these records, they were arranged in the manner described above by the Navy Department, at an unspecified date, in order to facilitate the locating of individual papers. Papers relating to a particular vessel were placed in a separate envelope, and other papers were classified according to their content and placed in envelopes. In the case of papers relating to one or both sister vessels built by one firm, the papers relating to one vessel and the papers relating to both vessels were placed in one envelope and an additional envelope was provided for papers relating to the second vessel only. This same system was followed in filing papers relating to vessels not of the same class but which were built in the same yard and for those relating to vessels built under one inspector but not at the same yard. Original documents were placed in odd-numbered envelopes; copies of original documents were placed in even-numbered envelopes having the next number above the envelope containing the originals; and notes, calculations, drafts of reports, and other papers compiled in connection with claims were placed in envelopes bearing the same numbers as those containing copies, with the letter "A" added. Thus original papers relating to the Yazoo are in envelope 305, copies are in envelope 306, and notes and calculations are in envelope 306A. If more than one envelope was necessary for a class of papers, the envelopes were numbered in the style 237-1, 237-2, etc. The report further states that in order to find a paper with ease a certain familiarity was necessary with the names of vessels built, their class, the names of contractors, and the principal officers engaged in supervising their building. It pointed out that a looseleaf index had been compiled, in five volumes, which contained a great deal of information on these points and other miscellaneous matters and also that a "List of Envelope Numbers" had been compiled in a looseleaf memoranda book. These looseleaf books have not been found. At present there are some gaps in numbers and many of the envelopes have disappeared, although the papers are marked with and filed by the envelope number.

REPORT OF A BOARD OF NAVAL OFFICERS IN THE CASE OF THE IRON DOUBLE-ENDER ASHUELOT. Dec. 1893. 1 vol. 1/2 in. 187

A report of a board of two naval officers appointed to assist the Department of Justice in the preparation of the defense in Court of Claims Case No. 16228 relating to the Ashuelot, a Civil War vessel. The report consists of copies of correspondence regarding the establishment of the board, instructions to the board, and the results of the board's inquiries. The volume contains a subject index.

REPORT OF A BOARD OF NAVAL OFFICERS IN THE CASE OF THE MONITOR MANAYUNK. Dec. 1892. 1 vol. 1 in. 188

A report of a board of two naval officers appointed to assist the Department of Justice in the preparation of the defense in Court of Claims



Case No. 16834 relating to the Manayunk, a Civil War vessel. The report consists of copies of correspondence regarding the establishment of the board, instructions to the board, and the results of the board's inquiries. The volume contains a subject index.

REPORT OF A BOARD OF NAVAL OFFICERS IN THE CASE OF THE MONITOR NAUBUC.  
July 1893. 1 vol. 1/2 in. 189

A report of a board of two naval officers appointed to assist the Department of Justice in the preparation of the defense in Court of Claims Case No. 16920 relating to the Naubuc, a Civil War vessel. The report consists of copies of correspondence regarding the establishment of the board, instructions to the board, and the results of the board's inquiries. The volume contains a subject index.

REPORT OF A BOARD OF NAVAL OFFICERS IN THE CASE OF THE MONITOR NAUSET.  
Feb. 1893. 1 vol. 1/2 in. 190

A report of a board of two naval officers appointed to assist the Department of Justice in the preparation of the defense in Court of Claims Case No. 16821 relating to the Nauset, a Civil War vessel. The report consists of copies of correspondence regarding the establishment of the board, instructions to the board, and the results of the board's inquiries. The volume contains a subject index.

REPORT OF A BOARD OF NAVAL OFFICERS IN THE CASE OF THE MONITOR SQUANDO.  
1891. 1 vol. 1 in. 191

A report of a board of two naval officers appointed to assist the Department of Justice in the preparation of the defense in Court of Claims Case No. 16816 relating to the Squando, a Civil War vessel. The report consists of copies of correspondence regarding the establishment of the board, instructions to the board, and the results of the board's inquiries. The volume contains a subject index. Inserted in the volume also is the cross-examination in 1892 of Naval Constructor Philip Hichborn, a member of the board.

REPORT OF A BOARD OF NAVAL OFFICERS IN THE CASE OF THE MONITOR WASSUC.  
Oct. 1893. 1 vol. 1/2 in. 192

A report of a board of two naval officers appointed to assist the Department of Justice in the preparation of the defense in Court of Claims Case No. 16835 relating to the Wassuc, a Civil War vessel. The report consists of copies of correspondence regarding the establishment of the board, instructions to the board, and the results of the board's inquiries.

"COURT OF CLAIMS WORK-LIST OF PAPERS AND DATES SAME WERE SENT TO THE BUREAU C & R." 1904-9. 1 vol. 1/4 in. 193

This volume shows title of paper, generally under the name of vessel concerned, number of copies made, and date sent. The name of the office or person keeping the record is not shown. The vessels mentioned are of the Civil War period. Arranged chronologically.

MISCELLANEOUS RECORDS. 1867-98. 5 in. 194

This material relates to claims involving both Civil War vessels and vessels constructed at a later date. It includes the proceedings of the



Marchand Board and of Secor and Co., New York, N. Y.; claims in the Court of Claims; compilations of data regarding claims of the Newport News Shipbuilding and Dry Dock Co., Newport News, Va.; and blueprints of torpedo boat destroyers. Unarranged.

PUBLISHED COURT OF CLAIMS RECORDS IN CASES INVOLVING NAVAL VESSELS.

1878-1910. 88 vols. or pamphlets. 5 ft. 195

Printed volumes, some of which are only pamphlets, containing some or all of the following documents: petition of the claimant, evidence and depositions for the claimant, correspondence relating to construction of vessel, contract for vessel, evidence and depositions for defendant, history of case, and findings of facts. Most of this material relates to cases growing out of Civil War contracts, but a small quantity relates to later contracts for the construction of naval vessels. There are a few scattered items dated later than 1910. Arranged by designation of case.

ACCOUNTS RELATING TO THE BAILEY. 1899-1900. 1 vol. 2 in. 196

This vessel was built by the Gas Engine and Power Co. and Charles L. Seabury and Co., Consolidated, Morris Heights, N. Y. This volume shows amounts of payments made for plates, castings, paints and oils, miscellaneous material, and personnel; changes involving change in cost, giving changes and cost estimates of the board on changes; contract extensions and cost; and dates on which strikes occurred. Arranged under subject headings and thereunder chronologically. There is an index, arranged alphabetically by initial letter of subject, in the front of the volume.

RECORDS RELATING TO THE BLAKELY AND THE DeLONG. 1900-1904. 1 ft. 197

These torpedo boats were constructed at the George Lawley and Son Corp., South Boston, Mass. The records consist of reports of trial boards and reports of defects, reports relating to payments and insurance, reports on the inspection of machinery, and reports of employees, with related correspondence; blueprints and plans; and reports on weights of machinery. Arranged in part by name of vessel and in part by type of correspondence or other record.

RECORDS RELATING TO THE STEWART. 1901-3. 1 in. 198

This torpedo boat was constructed by the Gas Engine and Power Co. and by Charles L. Seabury and Co., Consolidated, Morris Heights, N. Y. The records, consisting of correspondence and contracts, are arranged under the following headings: "Correspondence in Connection with Changes under Contract"; "Payments" (bills and vouchers); "Correspondence Regarding Extensions in Contract Time"; "Proposal, Contract, and Agreement" (the agreement relating to changes in contract); and "Trials and Acceptances" (reports of final and preliminary trials, and notification to Navy Department bureaus of acceptance of the vessel).

RECORDS RELATING TO THE WILKES. 1899-1902. 4 in. 199

This vessel was constructed by the Gas Engine and Power Co. and by Charles L. Seabury and Co., Consolidated. The records consist of correspondence, contracts and agreements, progress reports, and records relating to trials and acceptances. They are arranged under the following



headings: "Correspondence in Connection with Changes under Contract"; "Payments" (bills and vouchers); "Progress Reports"; "Proposal, Contract, and Agreement" (the agreement relating to changes in contract); "Correspondence Regarding Extensions in Contract Time"; and "Trials and Acceptances" (reports of final and preliminary trials and notification to Navy Department bureaus of acceptance of the vessel).

RECORD OF CORRESPONDENCE RELATING TO THE STEWART, THE BLAKELY, THE WILKES, AND THE DeLONG. 1898-1908. 5 in. 200

Consists of cards showing name of vessel, main subject and Bureau's file number, and thereunder abstracts of communications relating to the main subjects and to their subnumbers. Some of the correspondence to which these cards refer is included in the series described in entry 92, and some is scattered in the series described in entries 197-199 and 225. This correspondence relates chiefly to contracts and to the construction of vessels. Arranged by name of vessel and thereunder by subject.

RECORDS RELATING TO THE DALE, THE DECATUR, THE SHUBRICK, THE STOCKTON, AND THE THORNTON (TORPEDO BOATS NOS. 1-5, RESPECTIVELY). 1898-1902. 5 ft. 201

These boats were constructed at the William R. Trigg Co., Richmond, Va. The records consist of correspondence of the superintending constructor at this company with the Bureau of Construction and Repair, the William R. Trigg Co., other shipbuilding firms, and Navy Department officials concerning construction problems, progress of the work, plans and specifications, payments, design changes, and personnel; orders and requisitions for the purchase of materials and equipment; regulations for governing employees; and a record of correspondence received from the Bureau of Construction and Repair. Arranged by type of record. The correspondence is further arranged in groups according to subject, such as "Correspondence Concerning Galvanizing" and "Correspondence Concerning the Approval of Plans," but most of it is unarranged under the heading "Miscellaneous Correspondence."

TRIAL RECORDS OF THE DALE. 1902. 1 in. 202

Requests for trials and statements from the William R. Trigg Co., Richmond, Va., of the readiness of the vessel for trial, correspondence regarding changes and defects, and reports of trial. Unarranged.

TRIAL RECORDS OF THE DECATUR. 1901-2. 1 in. 203

Letters appointing boards of trial, reports of unfinished work, inspection and survey reports of hull and machinery, reports of inspectors of equipment, and final report of the trial board. Unarranged.

RECORD OF THE COST OF LABOR AND MATERIAL FOR THE FARRAGUT. 1896-97. 1 vol. 1/4 in. 204

This vessel was built by the Union Iron Works, San Francisco, Calif. This volume shows classes of labor employed, number employed in each class, and cost for each class; and items of material, number of each, and total cost of items. Arranged by class of labor and item of material, and thereunder chronologically by month.



- RECORDS RELATING TO THE FARRAGUT. 1897-98. 4 in. 205  
 A report of the preliminary trial of the vessel, a report of the condition of work on the hull, and vouchers, bills, and other papers relating to payments to the Union Iron Works, San Francisco, Calif., for the construction of this vessel. Unarranged.
- RECORDS RELATING TO THE HOPKINS, THE HULL, AND THE STRINGHAM (TORPEDO BOATS NOS. 6, 7, and 19, RESPECTIVELY). 1898-1900. 1 ft. 206  
 These vessels were constructed at the Harlan and Hollingsworth Co., Wilmington, Del. The records consist of bills for equipment, material, and services; lists of material ordered and received, with related correspondence; and lists of correspondence received and sent. Unarranged.
- RECORDS RELATING TO THE HOPKINS AND THE HULL. 1898-1900. 1 ft. 207  
 Receipted bills for articles and material furnished the Harlan and Hollingsworth Co. for these vessels, arranged in roughly alphabetical order by name of firm; and reports of weights of machinery on the vessels and reports of absences of employees, arranged by type of report.
- INVOICES OF MATERIAL RECEIVED FOR USE IN THE CONSTRUCTION OF THE HOPKINS. Jan. 1899-Apr. 1902. 2 in. 208  
 Show kind of material, number of pieces, size, from whom received, weight, price per unit, and total cost. Arranged chronologically.
- REPORTS OF WEIGHTS PLACED ON BOARD AND OF SCRAP REMOVED FROM THE HOPKINS. June 1899-Sept. 1902. 2 in. 209  
 Daily reports showing date, description of object, location, net weight, and page number in a weight book of this vessel. Arranged chronologically.
- REPORT OF RETURNED WEIGHTS FOR THE HOPKINS. n.d. 1 in. 210  
 Shows class of equipment (by group number), specific items thereunder, and their weights. Arranged by group number, with a summary in front showing group number and total weights of each class.
- INVOICES OF MATERIAL RECEIVED FOR USE IN THE CONSTRUCTION OF THE HULL. Jan. 1899-May 1902. 1 in. 211  
 Show kind of material, number of pieces, size, from whom received, weight, price per unit, and total cost. Filed with these invoices are some miscellaneous reports of supplies and stores for the Hull. Arranged chronologically.
- RECORD OF WAGES EXPENDED ON THE HULL. Jan. 1899-May 1902. 1 in. 212  
 Reports showing class of labor (such as draftsmen, ship carpenters, and riggers), number of hours worked by each class and their rate of pay, and total amount paid. Arranged chronologically.
- REPORTS OF WEIGHTS PLACED ON BOARD AND OF SCRAP REMOVED FROM THE HULL. Apr. 1900-July 1902. 4 in. 213  
 Daily reports showing date, description of object, location, net weight, and page number in a weight book relating to this vessel. Arranged chronologically.



"NOTES AND REFERENCES RELATING TO THE NEBRASKA." 1908. 1 pamphlet.  
1/2 in. 214

Data on awards of boards on changes, claims made by the contractor and disallowed, and uncompleted work at time of delivery of vessel; and a record of events during construction of vessel containing information on progress of work, receipt of armor and armament, and payments. Arranged by subject. This pamphlet was prepared by the contractor, the Moran Brothers Co., Seattle, Wash., at the request of the Bureau in connection with claims in the Court of Claims and was forwarded to the Bureau.

FINAL WEIGHT REPORTS FOR THE PAUL JONES, THE PERRY, AND THE PREBLE. 1902.  
1 ft. 215

These vessels were all built at the Union Iron Works, San Francisco, Calif. These reports show class of machinery or equipment (numbered in some 50 groups), item thereunder, and weight. Arranged by name of vessel and thereunder by group number, with an index in each report showing items in alphabetical order, group number, and page number. There are several copies of each report.

REPORTS OF WEIGHTS OF EQUIPMENT ON THE PAUL JONES, THE PERRY, AND THE PREBLE. 1900-1902. 8 in. 216

Show name of vessel, item (such as machinery supports and various types of plates and beams), date, and weight. Arranged by type of item.

TRIAL RECORDS OF THE PAUL JONES. 1902. 3 in. 217

Correspondence regarding preliminary acceptance of the vessel at the Mare Island, Calif., Navy Yard; majority and minority reports of the trial board; correspondence regarding extensions of time on contract; and bills and vouchers relating to payments. Unarranged.

TRIAL RECORDS OF THE PERRY. 1902. 4 in. 218

A report of unfinished work; data regarding official trial runs; reports on preliminary and final trials, including some joint reports on the Perry and the Preble; a copy of the contract for construction of the Perry at the Union Iron Works, San Francisco, Calif.; and correspondence regarding deficiencies. Unarranged. For other trial records of the Preble, see entry 219.

TRIAL RECORDS OF THE PREBLE. 1902. 4 in. 219

Letters appointing boards of trial, reports of unfinished work and technical matters relating to trials, reports of inspectors of ordnance and inspectors of equipment, reports of results of trials by the trial board at the Mare Island, Calif., Navy Yard, and notifications that the board's recommendations were carried out. Unarranged. For other records of trials of the Preble, see entry 218.

RECORD OF THE COST OF LABOR AND MATERIAL FOR THE WYOMING. 1899-1902.  
1 vol. 1/4 in. 220

Shows classes of labor employed, number employed in each class, and cost of each class; and items of material, number of each, and total cost of items. Arranged by class of labor and item of material and thereunder chronologically, with an index to classes of labor and names of materials in the front of the volume.



RECORDS RELATING TO DESTROYERS NOS. 14 AND 15. 1897-1901. 1 ft. 221

These vessels were constructed by the Maryland Steel Co., Sparrows Point, Md. The records consist of requisitions and orders for material, lists of materials and equipment sold and delivered to the company for the destroyers, and blueprints and data regarding specifications. Unarranged.

INVOICES OF MATERIAL PURCHASED BY THE MARYLAND STEEL CO., SPARROWS POINT, MD. 1898-99. 1 in. 222

Show date, articles and quantity purchased, from whom purchased, and sometimes method of shipping and terms of payment. No names of vessels are shown. Arranged chronologically.

RECORDS OF WEIGHTS OF DESTROYERS NOS. 24-35. 1899-1900. 1 in. 223

Form reports entitled "Recapitulation of Calculated Weights," showing items of machinery and equipment and their weights; and other records of weights describing parts and giving their weights. Unarranged.

CORRESPONDENCE WITH THE GAS ENGINE AND POWER CO. AND CHARLES L. SEABURY AND CO., CONSOLIDATED, MORRIS HEIGHTS, N. Y. 1897-1904. 2 ft. 224

Correspondence between the Navy Department, the superintending constructor at this company, and company officials regarding vessels under construction or being repaired for the Navy Department, general administrative matters such as the employment of special mechanics and the transmission of catalogs and other publications, and policies and precedents regarding the construction of naval vessels. Arranged in part by subject and in part unarranged.

MISCELLANEOUS RECORDS CONCERNING VESSELS OF THE POST CIVIL WAR PERIOD. 1894-1911. 18 ft. 225

Correspondence and reports of the Secretary of the Navy's office, the Bureau of Construction and Repair, other Navy Department bureaus, naval constructors, the Board on Construction, constructing firms, and private individuals regarding contracts, specifications, proposals, payments, status of work, trials of vessels, changes in contracts, delays because of strikes, payments and final settlements, and inventions relating to many of the vessels mentioned above and to other vessels involved in litigation. Many of these records are original letters and reports apparently drawn from the files of Navy Department bureaus. Unarranged, except that occasionally papers relating to a given vessel are together. The correspondence dates to about 1908; but there is a collection of cards, dating from 1900 to 1911, containing abstracts of correspondence, with pertinent file numbers, relating chiefly to matters concerning payments to contractors.

REPORTS AND DATA REGARDING INSPECTIONS AND REPAIRS OF GERMAN MERCHANT VESSELS. 1917-20. 1 ft. 226

Consist of copies of the following types of documents from the records of the Bureau of Construction and Repair relating to individual vessels: memoranda concerning costs of repairs; inspection and docking reports; reports of surveys showing work to be done and the cost; work progress reports; memoranda regarding availability as naval auxiliaries or naval



transports; specifications for repairs and renewals; and reports of repairs and alterations. Arranged in envelopes alphabetically by German name of vessel. Each envelope shows the German and American name of the vessel. Some of the envelopes contain most of the types of papers listed above; some contain inspection reports only and bear the notation "No Report"; and a few are empty and bear the notation "No information in the files."

RECORDS RELATING TO THE FURNISHING OF INFORMATION REGARDING GERMAN  
MERCHANT VESSELS. 1928-29. 1 in. 227

Letters and memoranda exchanged between the War Claims Arbiter and the Navy Department concerning the type of information desired and the availability of records; a report of the Navy Department, dated June 7, 1929, regarding 11 vessels, containing information on willful damage done by the German crew and the cost of repairs, and including some data regarding subsequent repairs and disposition of the vessels; and lists of vessels showing German name, new name, length, breadth, tonnage, yard in which repaired, and dates of commissioning and sailing. Unarranged.

REPORT AND RECORD OF PROCEEDINGS OF THE BOARD ON CLAIMS OF THE ELECTRIC  
BOAT CO., GROTON, CONN. 1921-25. 1 ft. 228

A report of the board on its findings and a record of its proceedings giving the details of the cases concerned. The general report is followed by a voluminous record of each case, arranged by claim number.

Miscellaneous Records Relating to United States Vessels

REPORTS OF SHIPS UNDER CONSTRUCTION OR REPAIR. 1837-96. 8 ft. 229

Monthly and quarterly reports on the status and condition of vessels being built or repaired at various navy yards. The reports show name of navy yard and vessel, cost of materials and supplies, labor expended, time required to complete construction, and amount of work done since the previous report. Included also are a few miscellaneous reports on construction and materials and an alphabetical list of surveys and reports on construction and repair for the Civil War period. Arranged by name of navy yard, thereunder chronologically, and thereunder by name of vessel.

RECORDS RELATING TO THE ACQUISITION OF VESSELS. 1844-76. 2 ft. 230

Correspondence regarding vessels rejected in connection with the Bureau's advertisement for a store ship, a list of small steamers and schooners purchased before or during the Mexican War or captured during that war and afterward sold, a memorandum giving the original cost of two vessels built in Bombay in 1856-57 and afterward offered for sale, papers pertaining to the acquisition of the Mercedita, and papers pertaining to contracts for building ships, including copies of some of the contracts, paid bills under the contracts, claims of contractors for payment or for compensation for extra work, specifications of the vessels, and memoranda and correspondence on these subjects. Unarranged.

RECORDS RELATING TO THE DISPOSAL OF VESSELS. 1845-76. 9 in. 231

A record of the correspondence regarding the agreement for the disposal



of the New Ironsides; two bills from newspapers for advertising naval vessels for sale (refused because the newspapers were not authorized to run the advertising); papers showing bids to buy the Kanawha, the Octorara, the St. Louis, the Sagamore, and the John Adams; an abstract of the report of a board and of correspondence relating to the disposal of the Roanoke; correspondence regarding the purchase of a small naval vessel by Liberia and the purchase of a naval vessel for a native king in the Fiji Islands; papers relating to a canceled contract for breaking up the Piscataqua and claims of affected laborers against the Bureau; printed copies of an advertisement of an auction sale of vessels (the Germantown and the Plymouth) recovered near Gosport Navy Yard, Norfolk, Va.; orders appointing a board to appraise the sale value of the Albany and the Nevada, and the board's report; the report of the commanding officer on the decommissioning of the Monongahela; the account sheet on the sale of the brig Lawrence showing the cash sale price, costs of sale, and net proceeds; the record of sale of the condemned brig Oregon (1845); and orders appointing a board of survey relating to the disposal of the Resaca, and the report of the board. Unarranged.

RECORDS RELATING TO ALTERATIONS AND REPAIRS ON VESSELS. 1850-77. 4 in. 232

A list of alterations on the Canonicus, suggested by Commander Benham; a letter requesting a change in the wardroom of the California according to plans enclosed; a claim of Peter Green for carpenter work on the Bloomer in 1863; papers pertaining to repairs on the Narragansett at Callao, Peru; a letter regarding alterations on the Alert; a letter from the carpenter of the Berricia suggesting alterations in masts; a recommendation by Adm. D. D. Porter for spar decks for vessels recently authorized by Congress (1873); a recommendation of alterations on the Pensacola by the captain of that vessel; a statement on cost of repairs to the Tallapoosa and a proposal to repair that vessel; correspondence of Admiral Porter regarding alterations on the Alarm; a report of repairs needed on the Brooklyn; Admiral Porter's recommendation of changes on the Ajax; estimated cost of repairing the Saratoga in 1859; and papers pertaining to the cost of repairing the Buckthorn. Unarranged.

REPORTS OF BOARDS OF SURVEY ON SHIPS AND THEIR EQUIPMENT. 1854-69. 233  
7 ft.

Give the opinion of the board on the condition of the ship or equipment inspected and its decision as to whether or not the ship or equipment could be of further usefulness, and, if so, the repairs that would be necessary. Usually included is the order appointing the board, and often included is the letter from the officer in charge of the property to be surveyed requesting that the board be appointed. Arranged chronologically by year and thereunder alphabetically by name of vessel.

INSTRUCTIONS AND SPECIFICATIONS FOR THE CONSTRUCTION OF SHIPS. 1857-73. 234  
1 vol. 2 in.

This volume contains copies of directions, instructions, and specifications for the construction of various ships; copies of contracts for the construction of two ships; and one or two accounts of the cost of construction and of iron work done on ships. Arranged by name of



ship, with an index to the contents at the beginning of the volume. This information was apparently compiled by Theodore D. Wilson, who was appointed Naval Constructor at the Philadelphia Navy Yard in 1868.

CONTRACTS FOR CONSTRUCTION OF NAVAL VESSELS. 1861-64. 2 vols. 3 in. 235

Show date, names of contracting parties, and terms of contract. Arranged alphabetically by name of vessel.

PROPOSALS TO BUILD OR TO EQUIP GUNBOATS. 1861-77. 9 in. 236

Mainly responses to the Bureau's advertisements in 1861 and 1862 inviting such proposals and including bids on construction, suggestions, specifications, drawings, and plans relating to ironclads or their armor or armament submitted for consideration. Included are orders of the Secretary of the Navy appointing a board in 1862 to examine the proposals, the Secretary's subsequent instructions to the board, an incomplete report of the board, and correspondence relating to requests of some of the persons who submitted proposals to withdraw their plans or specifications and the board president's consent. Also included are printed clippings of the Bureau's advertisement for proposals (1861) to build side-wheel steamers and several offers or plans dated in the late 1860's and the 1870's, including correspondence about a torpedo boat designed by Adm. D. D. Porter. Unarranged.

RECORDS RELATING TO THE RAISING OF SUNKEN VESSELS. 1862-68. 2 in. 237

A list of books containing instructions respecting contracts to be made for raising vessels; a list of proposals to raise the Congress and the Cumberland, showing each bidder's name, address, and terms, accompanied by the bidder's letter; a list of proposals to raise ships from the Cape Fear River, N. C., giving each bidder's name, terms, and time required, accompanied by the bidder's letter; a rough draft of an advertisement inviting proposals to raise wrecks at Norfolk, Va., and vicinity; and a proposal for wrecking operations in Mobile Bay, Ala. Unarranged.

MISCELLANEOUS RECORD BOOK RELATING TO WAR VESSELS. 1863-65. 1 vol. 2 in. 238

This volume contains statements of payments for work and services relating to the construction of vessels, specifications for side-wheel steamers, copies of contracts for war vessels, and copies of correspondence exchanged with the General Superintendent of Ironclads, the General Inspector of Ironclads, and shipbuilders regarding the construction and inspection of war vessels. Arranged chronologically.

REPORTS RELATING TO THE PERFORMANCE AND CONDITION OF VESSELS. 1864-75. 2 ft. 239

A report of the chief engineer of the Hibiscus on a trial run; a report on the condition of the hulls of vessels at the New York Navy Yard; a report of a board of inspection on the Canonicus, the Powhatan, and the Juniata; orders appointing a board of inspection and the board's report on the Severn, the Niagara, the Virginia, the Oregon, the Shawnee, and



the Wassuc; a report of the chief engineer of the Tennessee on trial runs; reports of Adm. D. D. Porter on the condition of the Juniata, the Terror, the Puritan, the Tennessee, the Florida, and the Colorado; a board of inspection's report on the Brooklyn; reports of a board of inspection on the Delaware, the Susquehanna, and the Colossus; reports by Admiral Porter on the Shawmut and on steam-cutters for the Wyoming and ships of that class; orders appointing a board of inspection and the board's report on the condition of light-draft monitors at League Island, Philadelphia, Pa.; a report on the condition and outfit of the Mayflower; a report by the commanding officer on the grounding of the Tuscarora; a report of the medical member of a board of inspectors on the medical department of the Shenandoah; a report of a board on the Galena; a report of the commanding officer of the Monongahela on the decommissioning of that vessel; and a report of a board of engineering officers on the machinery of the Monadnock and the Comanche. There is also a letter on the difficulty of keeping the Hartford's bilges clean. Unarranged.

REPORTS OF VESSELS BUILDING, REPAIRING, AND IN ORDINARY AT NAVY YARDS.

1865-67. 3 in.

240

These reports give the status of the construction or repairs on vessels under construction and repair, and the condition of the hulls of vessels in ordinary. Some of these reports note necessary alterations or repairs and time required to prepare vessels in ordinary for sea duty. The navy yards represented are Norfolk, Va., Pensacola, Fla., Mare Island, Calif., Boston, Mass., Portsmouth, N. H., New York, N. Y., Philadelphia, Pa., Washington, D. C., and Mound City, Ill. Arranged by name of navy yard and chronologically thereunder.

BUILDING INSTRUCTIONS FOR NEW SLOOPS AT THE NAVY YARD, NORFOLK, VA.

1873. 1 vol. 1/4 in.

241

Instructions for building the various parts of these vessels. Arranged by subject. The following names have been written in pencil on the outside cover of the volume: Aaron, Adams, Essex, and Enterprise.

BUILDING DIRECTIONS FOR THE STEAM SLOOP NIPSIC. 1873. 1 vol. 1 in.

242

Directions, containing measurements and descriptive material, for rebuilding this vessel at the Washington Navy Yard. Arranged by subject (usually parts of vessel), with an index showing subject and page number.

REPORT OF MONITOR SQUADRON EXERCISES AT KEY WEST, FLA. 1874. 1/4 in.

243

This report, dated March 12 with no year indicated, is unsigned and without an indicated addressee; it is stamped as received in the Office of the Secretary of the Navy on March 24, 1874. The evolutions of the vessels are described in narrative form and are illustrated by drawings.

REPORTS ON "SAILING AND OTHER QUALITIES OF VESSELS." 1874-86. 6 vols. 1 ft.

244

Reports from commanding officers of naval vessels showing name and station of vessel, period of observation, complement of officers and crew, armament of vessel, and answering such questions as the following: the



draft of water found to be best sailing trim in connection with the amount of provisions, stores, and coal on board; the weight of iron ballast, water, and coal stowed; the inclination of vessel under various conditions; the performance of the vessel riding at anchor and under various weather conditions; and the rate of sailing and speed as compared with other ships. Arranged chronologically, with indexes to names of vessels in the volumes.

DATA REGARDING THE CONSTRUCTION OF VESSELS. 1883-95. 2 vols. 1 in.

245

Show name of vessel, date the keel was laid, date the vessel was launched, and date the vessel was commissioned. This information is supplemented in some instances by lists of documents received, such as reports of weights and surveys, with the Bureau's file number. Arranged by name of vessel, with an index to names of vessels in the front of each volume.

SPECIFICATIONS FOR VESSELS. 1883-1917. 118 vols. 8 ft.

246

Most of these volumes contain specifications prepared by the Bureau of Construction and Repair for the construction of naval vessels of all types; a few volumes contain specifications for machinery and material prepared by the Bureau of Steam Engineering; and a few other volumes contain specifications for Coast and Geodetic Survey vessels prepared by the Treasury and Commerce Departments. Unarranged. There are indexes in the volumes.

COMMUNICATIONS SENT BY THE BOARD ON ADDITIONAL VESSELS. July 1885-

Nov. 1886. 1 vol. 1/2 in.

247

This board, composed of members from several of the bureaus of the Navy Department, was established on July 29, 1885, to examine plans, models, and designs for two cruisers, one heavily armed gunboat, and one light gunboat and to make recommendations concerning their adoption. Construction of the four vessels was authorized by an act of Congress of March 3, 1885, and, in conformity with the act, an advertisement inviting the submission of plans appeared on May 8, 1885. The board submitted its report of recommendations as to the characteristics of the vessels on September 18, 1885, and, after detailed plans and specifications had been prepared by the Bureau of Construction and Repair and the Bureau of Engineering in accordance with these recommendations, the board was reconvened on February 16, 1886, to examine these plans and specifications. These records consist of press copies of letters, memoranda, and endorsements sent. Arranged chronologically.

RECORDS RELATING TO ACCOUNTS AND CONSTRUCTION OF VESSELS. 1887-99.

5 ft.

248

Correspondence concerning payments for cruisers and gunboats, schedules of materials required for vessels, reports of work required on monitors, contracts for materials required in the construction of cruisers, authorizations to purchase materials, reports of hull weights of vessels, data relating to ships' allowance lists, specifications and lists of stores of vessels, payrolls of employees under the Bureau of Construction and Repair at shipyards, correspondence regarding changes in and trials of vessels, reports of ships' boats and related correspondence, and state-



ments from the Bureau of Supplies and Accounts regarding charges to be made on account of supplies issued from stock purchased under the Navy Supply Fund. Some of the documents are copies and some are originals bearing file references of Bureau of Construction and Repair correspondence. Arranged chronologically by year, except that following the documents for 1899 is a small quantity of unarranged material, an occasional item of which is dated as late as the World War I period.

REPORT OF A BOARD OF NAVAL OFFICERS ON THE METHODS OF FITTING ARMOR AND BACKING TO NAVAL VESSELS. Feb. 1891. 1 vol. 1 1/2 in. 249

This board, consisting of four naval constructors and a professor of mathematics from the Naval Academy, was appointed by order of the Secretary of the Navy, dated November 12, 1890, to consider and report on the details of the best method of fitting armor and backing to naval vessels and the appliances required for the execution of the work in the most efficient, economical, and expeditious manner. This report of the board's findings includes drawings and tables of dimensions. Arranged by subject, with an index to drawings and tables.

DATA ON SHIPS' BOATS. 1892-1901. 1 vol. 1 in. 250

This volume shows number of boat, weight in pounds, cost, place and date built, ship or purpose for which built, reference number of Bureau's letter concerning the boat, and sometimes remarks. Arranged by class of boat, with an index to classes arranged alphabetically by initial letter of class of boat.

RECORD OF VESSELS DOCKING AT NAVY YARDS. 1893-1918. 6 vols. 5 in. 251

Shows name of navy yard, name of vessel, and dates docked and undocked. Arranged by name of navy yard and thereunder by date of docking.

WATCH, QUARTER, AND STATION BILLS OF THE MINNEAPOLIS. 1894. 1 vol. 2 in. 252

This volume shows the crew authorized for the ship by rating (with names of actual crew members filled in), indicates routine duties of the various divisions of the ship, and shows stations to be manned, rating or rank required, and duties to be performed in case of emergency, such as fire or collision or when engaged by the enemy. Arranged by name of division or other unit of the ship's organization, with a subject index arranged alphabetically by initial letter of subject.

DOCKING RECORD. 1894-96. 1 vol. 1 in. 253

Shows name of vessel, date and place of docking, and file reference to Bureau of Construction and Repair correspondence. Arranged by name of vessel, with an index to names of vessels arranged alphabetically by initial letter of vessel's name.

REPORTS OF INSPECTIONS OF NAVAL VESSELS ("HULL BOOKS"). 1894-1920. 113 vols. 7 ft. 254

Periodical reports by division officers on the condition of mechanical devices and boats; by the Executive Officer and Medical Officer on the condition of holds, storerooms, and living quarters; and by the Executive



Officer and Medical Officer on the condition of holds, storerooms, and living quarters; and by the Executive Officer and the Chief Engineer on the condition of mechanical devices for the management and safety of the vessel. Arranged alphabetically by name of vessel (with several volumes for unnamed vessels at the end of the series), thereunder chronologically, and thereunder by type of inspection.

REPORTS OF THE MOVEMENT OF NAVAL VESSELS. 1895-1914. 19 vols. 3 ft.

255

Daily reports prepared by the Bureau of Navigation showing names of vessels, dates and ports of arrival, ports from which sailed, and destination. The earlier volumes contain indexes to names of vessels. A few of the later volumes include lists of orders to officers showing names of officers and contents of orders. Arranged chronologically. Volume 14, for 1906, is missing.

RETURNS OF THE NEW YORK. Dec. 1898-Sept. 1900. 1 vol. 1/2 in.

256

This volume contains a record of times and places of arrivals and departures of the New York and the distance traveled for the period January 1899-September 1900, quarterly cruising reports for the quarters ending December 31, 1898, through September 30, 1899, and quarterly reports of the inspection of the hull for the quarters ending December 31, 1898, through June 30, 1900. The cruising reports give such information as places to which vessel sailed, dates of sailings, speed of vessel, and weather and sailing conditions. The inspection reports give detailed information on the condition of the hull and on repairs and improvements made to various parts. The New York was at this time the flagship of the North Atlantic Station. These records were sent by the ship's commanding officer to the Chief of the Bureau of Construction and Repair. Arranged by kind of return and thereunder chronologically.

ACCOUNTS OF MATERIAL AND LABOR. Jan. 1899-May 1902. 1 vol. 1 in.

257

In the first part of this volume are accounts showing machine-shop weights of various materials used in ship construction and statements showing dates and amounts of payments made. In the last part of the volume are accounts for pay of various types of workmen showing number of days at different rates of pay and dates payments were made. These accounts for material and labor appear to relate to the construction of a specific ship, but its name is not given. Arranged by type of material and workmen and thereunder chronologically. There is a subject index.

RECORD OF CHANGES ON BATTLESHIPS. 1901-11. 1 ft.

258

Cards relating to changes on the Georgia, the Nebraska, the New Jersey, the Rhode Island, and the Virginia showing name of vessel, change number, file number of Bureau's correspondence, subject of change, by whom proposed, date forwarded to superintending constructor, constructor's and contractor's estimates of increase or decrease in cost, dates of estimates, date forwarded to the Navy Department, date approved by the Department, date approved by the Bureau and forwarded to the board on changes, date of board's report and amount awarded by the board, dates report was referred to the Navy Department and returned by the Department, and date the Bureau



notified the contractor and the board of its approval. Arranged alphabetically by name of battleship and thereunder numerically by file number of Bureau's correspondence (see entry 92). There is a subject index to changes, arranged alphabetically by subject and showing nature of change, vessel on which it occurred, and change number shown on the above-mentioned cards. The Georgia was under construction at the Bath Iron Works, Bath, Maine; the Nebraska at the Moran Brothers Co., Seattle, Wash.; the New Jersey and the Rhode Island at the Fore River Shipyard, Quincy, Mass.; and the Virginia at the Newport News Shipbuilding and Dry Dock Co., Newport News, Va.

REPORTS CONCERNING THE DOLPHIN. 1902-4. 1 vol. 1/2 in. 259

This volume contains copies of reports sent to the commander of the Dolphin by various officers on board relating to recommendations for repairs and improvements, reporting the results of special and weekly inspections, and commenting on the general condition of the vessel. Arranged in roughly chronological order.

RECORD OF SHIPS' SURVEYS. 1904-5. 1 vol. 1/2 in. 260

This volume concerns surveys of work necessary on ships. It shows name of vessel and navy yard, estimated cost and estimated time, and dates the survey was ordered and held. Arranged chronologically.

REPORTS OF "SEAGOING AND OTHER QUALITIES OF VESSELS." 1907-12. 2 vols. 4 in. 261

Reports of commanding officers of naval vessels showing name and station of vessel, period covered (generally a year), complement of officers and crew, maximum draft, amount of water and provisions on board, coal capacity, nature of armament, speed and performance on trials, and condition of the bottom; and answering questions on the way the vessel rode at anchor, its general behavior at sea and whether it rolled or pitched, alterations that had been made in quarters or storerooms, and the type and performance of machinery. Arranged chronologically.

REPORTS OF COMPLETED WORK ON VESSELS. 1910. 2 in. 262

Monthly reports from the navy yards at Charleston, S. C., Philadelphia, Pa., and Puget Sound, Wash., showing job order number; authority for work (generally a citation to Bureau of Construction and Repair letter); name of vessel and description of work; cost of labor, indirect expenses, and material, and total cost of these items; and authorized estimated cost for labor, indirect expenses, and material, and total authorized estimated cost of these items. Arranged by name of navy yard and thereunder chronologically. The reports bear file stamps showing that they were **enclosures** to letters received by the Bureau of Construction and Repair.

REPORTS OF WORK ON VESSELS. 1913-20. 18 ft. 263

Periodical reports from officers at navy yards and shipyards on work on naval vessels showing name and location of vessel, period covered, description of work, total working days required, date work was authorized and by whom it was authorized, and date work was completed; painting and docking reports showing name of vessel, date of docking, condition of paint, and painting work done; and inspection reports on the



condition of hulls. Arranged by name of vessel (in part alphabetically), except that a group of inspection reports on hulls is filed, separately from the reports on vessels, by navy yard and a few of the painting and docking reports are filed by name of vessel apart from the main series.

RECORD RELATING TO SHIPS' SURVEYS. 1913-20. 1 vol. 1/2 in. 264

This volume, entitled "Surveys," contains four columns of data as follows: name of vessel, file reference to correspondence of the Bureau of Construction and Repair, date, and cost of work. Arranged alphabetically by initial letter of name of vessel, with an index to names of vessels in the volume. The surveys appear to relate to the cost of necessary work on vessels.

COMPARISON CARDS RELATING TO CHANGES ON VESSELS. 1916-20. 10 in. 265

Show card number, type of vessel, name of vessel involved, description of change, date of reference to board on changes, Bureau's change number, superintending constructor's change number, estimates of changes in cost by the contractor and the superintending constructor, and board's action (date and amount of award, if any). Arranged numerically.

RECORD OF WORK DONE. 1917-19. 1 vol. 1/2 in. 266

This volume contains descriptions of painting, carpentering, alterations made, and work done preparatory to putting a vessel, the name of which is not shown, out of commission. Arranged chronologically. The "U.S.S. Iowa" is written in pencil on the flyleaf, but, according to the annual report of the Chief of the Bureau of Construction and Repair, an order was given in July 1919 to the Newport News Shipbuilding and Drydock Co., Newport News, Va., for the construction of the battleship Iowa.

RECORD OF CHANGES ON DESTROYERS. 1917-20. 1 vol. 1 in. 267

This volume shows card number, description of changes, date and file reference to Bureau's letter authorizing changes, superintending constructor's and contractor's estimates of cost, date and file reference to Bureau's letter of approval, and remarks. Arranged numerically by destroyer number (Nos. 75-78, 131-134, and 345-347). The card number mentioned above is a number in the same style as the Bureau's change number shown on the comparison cards described in entry 265, but in that series there are apparently no comparison cards for these particular destroyers.

DAILY WORK RECORD OF THE CHESAPEAKE. 1919. 1 vol. 1/4 in. 268

A record of the construction department of the vessel describing work undertaken by carpenters, painters, electricians, and others and showing date on which work was performed and its degree of completion. Arranged chronologically.

SERVICE STATUS OF VESSELS. 1921-25. 1 vol. 2 in. 269

This volume shows name of ship, displacement, whether it is first or second line, whether it is in or out of commission or in reserve, and, if decommissioned during the period 1921-25, date the decommissioning took place. Final disposition, if any, is shown for the ships listed



as already out of commission when this record began. Arranged by class of ship, with an index to classes of ships.

RECORDS RELATING TO THE SALVAGING OF THE S-51. 1925-26. 1 vol. 4 in. 270

The submarine S-51 was sunk in a collision with the City of Rome off Newport, R. I., in October 1925. These records consist of a volume containing radiograms from the commander of the salvage force to the commandants of the New York Navy Yard and the Submarine Base at New London, Conn., regarding equipment, operations, and recovery of the bodies of the crew; logs of operations containing data on the progress of the work and weather conditions; and newspaper clippings. Unarranged. There is also a copy of a report on salvage operations; it is arranged by subject, with an index.

TECHNICAL REPORT ON THE SALVAGE OF THE S-4. Sept. 1928. 2 in. 271

The submarine S-4 was sunk in a collision with the Paulding off Provincetown, Mass., on December 27, 1927. This is a copy of the report of the commander of the salvage force containing information regarding problems and working conditions, organization and composition of the salvage force, procedure adopted, plan of attack, and results, and including suggestions and recommendations. Arranged by subject, with a table of contents.

SPECIFICATIONS FOR THE LEANDER. n.d. 1 vol. 1/4 in. 272

These specifications give dimensions and descriptions for constructing the various parts of this ship, a twin-screw second-class cruiser of steel. Arranged by subject.

DATA ON CONSTRUCTION. n.d. 1 vol. 1/2 in. 273

This volume contains lists of stanchions aboard an unidentified vessel showing their number and location, together with information on fittings and plates for various tanks and scrap accumulated. Arranged by name of structure or fitting.

### Records Relating to Supplies, Equipment, and Accounts

#### Procurement Records

CONTRACTS. 1852-84. 1 vol. 2 in. 274

Copies of contracts for materials and machinery for vessels and of a few contracts for rebuilding and altering vessels and raising and salvaging vessels showing date, name of contractor, and terms of contract, with certifications of sureties as to the ability of the contractor to fulfill the contract. Arranged chronologically. There is an index showing name of contractor, work or articles contracted for, and page number, arranged alphabetically by name of contractor and name of vessel.

PROPOSALS TO BUILD A WHARF AT PORT ROYAL, S. C. 1862. 1 in. 275

Responses to the Navy Department's advertisement of November 25, 1862. With the communications from bidders is a summary sheet showing name of bidder, residence, amount of bid, and time required. The bidders' letters are numbered and arranged in numerical order.



CONTRACTS FOR MATERIALS. 1862-72. 4 vols. 1 ft. 276

Contracts for materials and for such items as locks, hinges, bolts, screws, and hardware, with accompanying specifications and certifications of sureties as to the ability of the contractor to fulfill the contract. Arranged chronologically, with indexes to names of contractors in the volumes.

CONTRACTS FOR SUPPLIES. 1868-69. 1 vol. 1/4 in. 277

Contracts for naval stores and office supplies showing name of contractor and general class of article and specific items thereunder, with quantities, prices, and delivery terms. Arranged numerically by class number of article, with a list showing class number, article, name and address of contractor, and page number.

RECORD OF CONTRACTS. 1869-74. 2 vols. 1 in. 278

A record of contracts entered into for lumber, hardware, pipe, paint, and similar supplies and fittings showing names and addresses of contractors; dates of contracts; class, quantity, and cost of materials; and dates of delivery and payment. Arranged numerically by class number of material, with a list showing class numbers and names of articles.

RECORD OF CONTRACTS. 1873-78; 1882-83. 2 vols. 3 in. 279

Shows name of contractor, general class of supplies (by number), and specific items and quantity. One volume covers the 1873-78 period; the other volume, the 1882-83 period. Arranged chronologically and thereunder numerically by number of general class of supplies.

CONTRACTS. 1882; 1885-86. 2 vols. 3 in. 280

Contracts for supplies (coal, brass, nails, hinges, stationery, and brushes) showing date, names of contracting parties, and terms of contract. Some of the contracts are followed by certifications of sureties concerning the contractor's ability to fulfill the contract. Contracts in the first volume (1882) are not arranged in any particular order; those in the second volume are arranged chronologically. Both volumes contain indexes to names of contractors.

REQUISITIONS FOR THE NEW YORK NAVY YARD. July 1886-June 1887. 1 vol. 2 in. 281

Signed copies of requisitions approved by the Chief of the Bureau of Construction and Repair for various materials and services. These requisitions are numbered and dated, and the estimated cost of materials or services is shown. Arranged chronologically.

INDEX TO REQUISITIONS FOR SUPPLIES. 1899. 1 ft. 282

Cards showing kind of materials ordered, name of vessel or office requesting supplies, navy yard from which supplies were obtained, and requisition numbers. Arranged alphabetically by name of supplies.

INDEX TO REQUISITIONS. 1900-1902. 8 in. 283

A card index to requisitions for materials and stores showing name of vessel, shop (such as machine shop or paint shop), or plant (such as galvanizing plant) for which requisitioned, kinds and quantities of



materials and stores requisitioned, requisition number, and place from which requisitioned (occasionally a navy yard but place is more frequently indicated by a number preceded by the letter "E," as "E25"). Arranged alphabetically by name of ship, shop, or plant.

CONTRACTS. Apr. 1908-Oct. 1911. 5 vols. 1 ft. 284

Copies of contracts for supplies and equipment made by the Bureau of Supplies and Accounts on requisitions of the Bureau of Construction and Repair, showing date, names of contracting parties, and terms of contract. Arranged chronologically.

CONTRACTS. Sept. 1908-Dec. 1911. 9 vols. 2 ft. 285

Copies of contracts for supplies and equipment made by the Bureau of Supplies and Accounts for the Bureau of Construction and Repair under the Navy Supply Fund and the Navy Supply Account showing date, names of contracting parties, and terms of contract. Arranged chronologically.

The Navy Supply Fund was authorized by an act of Congress approved March 3, 1893, for the purchase of ordinary commercial supplies for the naval service. It was divided into seven different store accounts. The Navy Supply Fund was liquidated in 1910, and an act of Congress approved June 25, 1910, created the Navy Supply Account in its place. In the latter account the seven accounts of the Navy Supply Fund were consolidated into one property store account.

CONTRACTS AND RELATED RECORDS. 1912-40. 191 ft. 286

Contracts for materials and equipment, reports of material shipped, reports of inspections and tests, notices of awards, memoranda regarding payments, and related correspondence. Arranged numerically by contract number in two series, one covering the period 1912-26 and the other, the period 1926-40. Index cards described in entry 117 show, for contracts and related records for the period 1926-40, name of contractor and contract number.

SPECIFICATIONS AND RELATED RECORDS. 1914-39. 156 ft. 287

Drafts of specifications for material and equipment, proposed specifications, and printed copies of specifications as finally issued; correspondence with navy yards and manufacturing firms regarding the drawing up of specifications and the printing and mailing of them; and blue-prints, diagrams, and drawings. Arranged numerically in two series by item of material or equipment. In the second series, which contains the final printed copies and related papers, the file references are a combination of numbers and letters of the alphabet; and the "Index of Naval Specifications" printed in the Navy Filing Manual serves as an index to them.

REQUISITION CARD LIST. 1917. 3 in. 288

Consists of cards showing requisition numbers of materials or services ordered, and dates of their receipt. Arranged by name of navy yard.

ORDERS TO FURNISH AND TO DELIVER MATERIALS REQUIRED BY THE NAVY DEPARTMENT, AND RELATED CORRESPONDENCE. 1917-20. 20 ft. 289

Copies of orders issued by the Bureau of Supplies and Accounts in



accordance with an act of Congress approved June 15, 1917, which authorized the President to place orders with any person for such ships and materials as the Government needed and which made compliance with the order obligatory. The orders show date, name and address of firm to which issued, articles ordered and cost, place and time of delivery, and terms and conditions of order. Attached to the orders are correspondence concerning inspections of the articles ordered and the status of the order, and correspondence of the Paymaster General of the Navy concerning changes in prices. A few items of correspondence concerning payments are dated as late as 1923. Arranged numerically by order number.

"BUREAU ORDERS" FOR SUPPLIES. 1917-25. 32 ft. 290

Bids and proposals to furnish supplies coming within the Bureau of Construction and Repair's schedules of supplies and copies of acceptances of these bids and proposals by the Bureau of Supplies and Accounts, showing schedule of articles to be delivered, name and address of firm to furnish them, and general specifications and conditions governing classes of supplies within the schedule, with invoices and reports of material shipped and correspondence regarding inspections of the articles furnished. These orders relate to supplies costing under \$500, which, in accordance with an act of Congress approved March 2, 1907, the Navy Department was authorized to purchase in the open market without formal contract or bond. Arranged numerically in two series, one series covering the period 1917-20 and the other, the period 1920-25. The numbers are preceded by the letters "BO" (Bureau Order), except for a small group preceded by the letter "O" but in the same numerical series as the "BO" orders.

#### Allowance Lists of Vessels and Related Records

ALLOWANCE BOOKS OF NAVAL VESSELS. 1893-1907. 24 vols. 2 ft. 291

These printed volumes show name of vessel, date, ship's complement of officers and crew, and general class of equipage and supplies, and thereunder specific articles and quantities allowed. Some of the volumes also show allowances at commissioning and periodically thereafter. Some of the volumes are entitled "Outfit and Allowance of Stores" and others are entitled "Allowance of Equipage (Title B) and Supplies (Title Y)." Some of the volumes were prepared by the Bureau of Supplies and Accounts, some by the Bureau of Equipment, and some by the Bureau of Construction and Repair. Many of the volumes prepared by the first two bureaus bear a file reference to correspondence of the Bureau of Construction and Repair, showing that they were originally enclosures to incoming correspondence. Arranged alphabetically by name of vessel and, within the volumes, numerically by class number of equipage and supplies.

ALLOWANCE LIST OF THE ST. LOUIS. 1904. 1 vol. 1/2 in. 292

Under the headings "Equipage" and "Supplies" this list shows the general class of article and thereunder specific items, their quantity, and whether the items were furnished by the Government or the contractor. Also shown are the number of square yards of painting surface; the ship's complement of officers, crew, and marines; the number of messes; and the



number of staterooms and berths. Arranged numerically by general class number of articles of equipage and supply.

TYPE ALLOWANCE LIST OF EQUIPAGE AND SUPPLIES. 1909. 1 vol. 1 in.

293

Shows class of equipage and supplies, specific articles thereunder, and number. Arranged numerically by class number of equipage and supplies. The volume bears the same title as this series and does not relate to a particular vessel.

ALLOWANCE LISTS OF SUBMARINES. 1911-18; 1933. 83 vols. 6 ft. 294

Lists of items of equipage and supplies allowed on submarines showing designation of submarine, year, general class of supplies and equipage (by number), specific items under the general class, and whether the items were furnished by the contractor or the Government. The lists for 1933 relate to many of the same vessels included in the 1918 lists. Arranged by designation of submarine.

ALLOWANCE LIST OF EQUIPAGE FOR THE WOLVERINE. 1912. 1 vol. 1/4 in.

295

Shows general class of equipage, and specific items and quantities thereunder. Arranged numerically by general class of number of equipage.

ALLOWANCE LIST OF THE BENHAM. 1913. 1 vol. 1/4 in.

296

Shows general class of equipage and supplies, specific items thereunder, and whether the items were furnished by the Government or the contractor. Arranged numerically by general class number of equipage and supplies.

ALLOWANCE LIST OF EQUIPAGE FOR THE PROMETHEUS. 1913. 1 vol. 1/2 in.

297

Shows general class of equipage, and specific items and quantities thereunder. Arranged numerically by general class number of equipage.

ALLOWANCE LIST OF EQUIPAGE FOR THE BIRMINGHAM. 1915. 1 vol. 1/4 in.

298

Shows general class of equipage, specific items thereunder, and brief descriptions of items. Arranged numerically by general class number of equipage.

ALLOWANCE LIST OF THE CHEMUNG. 1915. 1 vol. 1/2 in.

299

Shows general class of equipage and supplies, specific items thereunder, and brief descriptions of items. Arranged numerically by general class number of equipage and supplies.

ALLOWANCE LIST FOR COMMISSION FOR THE NEPTUNE. 1915. 1 vol. 1/2 in.

300

Shows general class of equipage and supplies, and specific items and quantities thereunder. Arranged numerically by general class number of equipage and supplies.



ALLOWANCE LIST OF EQUIPAGE FOR THE CLEVELAND. 1916. 1 vol. 1/2 in. 301

Shows general class of equipage, specific items thereunder, and brief descriptions of items. Arranged numerically by general class number of equipage and thereunder numerically by item number, the items being numbered consecutively.

ALLOWANCE LIST OF EQUIPAGE FOR THE AGAMEMNON. 1917. 1 vol. 1/2 in. 302

Shows general class of equipage, specific items thereunder, and occasionally brief descriptions of the items. Arranged numerically by general class number of equipage.

ALLOWANCE LIST OF THE AGWIDALE. 1918. 1 vol. 1/4 in. 303

Shows general class of equipage and supplies, specific items thereunder, and whether the items were furnished by the Government or the contractor. Arranged numerically by general class number of equipage and supplies.

ALLOWANCE LIST OF EQUIPAGE FOR THE BOREAS. 1918. 1 vol. 1/2 in. 304

Shows general class of equipage, and specific items and quantities thereunder. Items furnished by the shipbuilder are indicated by the letter "S." Arranged numerically by general class number of equipage.

ALLOWANCE LIST OF THE ELCANO. 1923. 1 vol. 1/4 in. 305

Shows general class of equipage and supplies, and specific items and quantities thereunder. Arranged numerically by general class number of equipage and supplies.

ALLOWANCE LIST OF THE VILLALOBOS. 1923. 1 vol. 1/4 in. 306

Shows general class of equipage and supplies, and specific items and quantities thereunder. Arranged numerically by general class number of equipage and supplies.

INSTRUCTIONS CONCERNING THE PREPARATION AND MAINTENANCE OF SHIPS'

ALLOWANCE LISTS. 1925. 1 vol. 307

Instructions to commandants of navy yards and a few other naval officers modifying the method of preparing and handling allowance lists, with sample lists. Arranged by class of article.

SALVAGE ALLOWANCE LIST OF THE CHEWINK. 1929. 1 vol. 1/4 in. 308

Shows general class of equipage and supplies, and specific items and quantity thereunder. Arranged numerically by general class number of equipage and supplies. Only a few classes are included.

ALLOWANCE LISTS OF THE WILLIAMSON AND THE CHILDS. 1929. 2 vols. 1 in. 309

The allowance lists for these small seaplane tenders show general class of equipage and supplies, specific items and quantities thereunder, and, sometimes, whether the items were furnished by the Government or the contractor. Arranged by name of vessel and thereunder numerically by general class number of equipage and supplies.



ALLOWANCE LIST OF THE BADGER. n.d. 1 vol. 1/2 in. 310

Shows general class of equipage and supplies, and specific items and quantities thereunder. Arranged numerically by general class number of equipage and supplies.

ALLOWANCE LIST OF EQUIPAGE FOR THE BAYSPRING. n.d. 1 vol. 1/4 in. 311

Shows general class of equipage, and specific items and quantities thereunder. Arranged numerically by general class number of equipage.

ALLOWANCE LIST OF THE BENHAM. n.d. 1 vol. 1 in. 312

Shows general class of equipage and supplies, specific items and quantities thereunder, and whether the items were furnished by the Government or the contractor. Arranged numerically by general class number of equipage and supplies.

ALLOWANCE LIST OF THE DRAYTON. n.d. 1 vol. 1/4 in. 313

Shows general class of equipage and supplies, specific items thereunder, and whether the items were furnished by the contractor or the Government. Arranged numerically by general class number of equipage and supplies.

ALLOWANCE LIST OF EQUIPAGE FOR THE GENESSEE. n.d. 1 vol. 1/4 in. 314

Shows general class of equipage, and specific items and quantities thereunder. Arranged numerically by general class number of equipage.

ALLOWANCE LIST OF THE NEREUS. n.d. 1 vol. 1/2 in. 315

Shows general class of equipage and supplies, specific items and quantities thereunder, and whether the items were furnished by the Government or the contractor. Arranged numerically by general class number of equipage and supplies.

SALVAGE ALLOWANCE LIST OF THE ORTOLAN. n.d. 1 vol. 1/4 in. 316

Shows general class of equipage and supplies, and specific items and quantities thereunder. Arranged numerically by general class number of equipage and supplies. Only a few classes are included.

SALVAGE ALLOWANCE LIST OF THE PIGEON. n.d. 1 vol. 1/4 in. 317

Shows general class of equipage and supplies, and specific items and quantities thereunder. Arranged numerically by general class number of equipage and supplies. Only a few classes are included.

SALVAGE ALLOWANCE LIST OF THE WIDGEON. n.d. 1 vol. 1/4 in. 318

Shows general class of equipage and supplies, and specific items and quantities thereunder. Arranged numerically by general class number of equipage and supplies. Only a few classes are included.

ALLOWANCE LIST OF LIGHT CRUISERS NOS. 40-43. Aug. 1934. 1 vol. 2 in. 319

Shows article, by whom furnished (the contractor or the Government), and quantity furnished. Arranged by class of article.



## Returns, Inventories, and Lists of Supplies and Stores

RETURNS OF STORES AT NAVY YARDS AND NAVAL STATIONS. 1842-86. 299 vols.  
54 ft. 320

Monthly or quarterly returns showing articles, quantity on hand on first of month or at beginning of quarter, quantity received during month or quarter, total on hand and received, quantity expended during month or quarter, quantity remaining on hand, and sometimes money value of stores, with related papers such as vouchers and receipts. Arranged by name of navy yard or naval station and thereunder chronologically, with indexes to stores in most of the volumes. The following navy yards and stations are represented: Navy Yard, Boston, Mass., 1844-86; Naval Depot, Hongkong, China, 1856-60; Naval Storekeeper, Key West, Fla., 1855-80; Navy Yard, Portsmouth (Kittery), N. H., 1844-86; Navy Yard, Mare Island, Calif., 1851-86; "Miscellaneous," 1842-83, containing individual returns from several yards and compilations of aggregate returns from all yards; Navy Yard, Memphis, Tenn., 1850-55; Navy Yard, New York, N. Y., 1844-85; Navy Yard, Norfolk (Gosport), Va., 1844-86; Navy Yard, Pensacola, Fla., 1844-86; Navy Yard, Philadelphia (League Island), Pa., 1844-86; Naval Depot, Port Mahon, Spezia, Italy, 1844-58; Naval Depot, Valparaiso, Chile, 1855-57; and Navy Yard, Washington, D. C., 1844-86.

INVENTORIES OF STORES AND SUPPLIES. 1842-87. 10 in. 321

Returns of public stores and property on hand at various navy yards or naval stations, together with lists of supplies required by various vessels and naval installations and monthly inventories of articles received. Arranged by name of navy yard or naval station.

RECORD OF RECEIPTS AND EXPENDITURES OF STORES BY THE INO. Sept. 1861-Aug. 1862. 1 vol. 1/2 in. 322

Shows ship's departments and thereunder articles received or purchased from Boston, Mass., and articles expended on requisitions. Arranged by name of department, thereunder under the headings "Receipts" and "Expenditures," and thereunder chronologically.

LEDGER OF SUPPLIES FOR THE NORTH ATLANTIC SQUADRON. 1864-65. 1 vol.  
2 in. 323

Shows articles, date received, name of vessel (occasionally name of navy yard) for which received, quantity, and cost. Arranged by name of articles, with an index to articles in the front of the volume.

RECORD OF SUPPLIES RECEIVED FOR THE NORTH ATLANTIC SQUADRON. Oct. 1864-Aug. 1865. 1 vol. 2 in. 324

A record of supplies received at the Norfolk Navy Yard from the Bureau of Construction and Repair for the North Atlantic Squadron, showing articles, quantity, and value. Arranged chronologically.

INVENTORY OF PUBLIC PROPERTY IN THE CONSTRUCTION AND REPAIR DEPARTMENT OF THE BOSTON NAVY YARD. 1865. 1 vol. 2 in. 325

Shows articles, quantities, and, in the case of items of furniture, names of vessels. Arranged alphabetically by initial letter of name of



article. The inventory was prepared by a Board of Inventory appointed by a Navy Department order and was submitted to the Chief of the Bureau of Construction and Repair.

REPORTS OF EXPENDITURES OF LABOR AND MATERIAL AT NAVY YARDS. 1865-69.  
9 in. 326

Show labor and material expended at the various yards building or repairing vessels or for miscellaneous purposes. Some of the reports show name of vessel on which labor and materials were expended, some show only labor expended (indicated by occupation or craft), and some show only total of labor and materials expended at the yard for the period of the report. Unarranged.

INVENTORY OF PROPERTY AT THE PORTSMOUTH NAVY YARD. 1866. 1 vol.  
1/4 in. 327

This volume lists tools, lumber, and miscellaneous supplies and articles belonging to the Bureau of Construction and Repair and in charge of the naval storekeeper. It shows the kind, quantity, and cost of the supplies. The inventory was submitted to the Bureau by a Board of Inventory appointed to survey the stores. Arranged alphabetically by initial letter of name of article.

RECORD OF STORES RECEIVED AND EXPENDED ON BOARD THE UNADILLA. 1866-69.  
1 vol. 1 in. 328

Contains a list of stores received, arranged by ship's department and thereunder chronologically, and a daily record of stores expended, arranged chronologically and thereunder by ship's department.

LEDGER OF STORES RECEIVED AND EXPENDED ON BOARD THE PEORIA. 1867. 1 vol.  
1/2 in. 329

This volume is a record of the construction department of the vessel. It shows dates of receipt and expenditure of canvas, cordage, tools, nails, blocks, and miscellaneous supplies and fittings, and quantity and cost of materials. Arranged by name of supplies or fitting and thereunder chronologically.

LEDGER OF STORES RECEIVED AND EXPENDED ON BOARD THE MAUMEE. 1867-69.  
1 vol. 1/2 in. 330

This volume is a record of the construction department of the vessel. It shows dates of receipt and expenditure of canvas, cordage, tools, nails, blocks, and miscellaneous supplies and fittings, and quantity and cost of materials. Arranged by name of supplies or fitting and thereunder chronologically.

LEDGER OF STORES RECEIVED AND EXPENDED ON BOARD THE UNADILLA. 1867-69.  
1 vol. 1/2 in. 331

This volume is a record of the construction department of the vessel. It shows dates of receipt and expenditure of canvas, cordage, tools, nails, blocks, and miscellaneous supplies and fittings, and quantity and cost of materials. Arranged by name of supplies or fitting and thereunder chronologically.



LISTS OF STORES DELIVERED TO NAVAL VESSELS. July 1867-Dec. 1886. 1 vol. 2 in. 332

This volume shows date (month and year), name of vessel, articles and quantities delivered, and value of articles. Arranged chronologically.

LEDGERS OF STORES RECEIVED AND EXPENDED ON BOARD THE PORTSMOUTH. 1869-71. 2 vols. 1 in. 333

These volumes are records of the construction department of the vessel. They show dates of receipt and expenditure of tools, lumber, blocks, nails, bolts, paints, and miscellaneous supplies and fittings, and quantity and cost of materials. Arranged by name of supplies or fitting and thereunder chronologically.

"REGISTER OF RECEIPTS." 1870-80. 1 vol. 2 in. 334

This volume relates to supplies. It shows name of firm and thereunder articles received, their quantity and cost, and whether they were obtained by contract or open-purchase requisition. Arranged chronologically, with an index to names of firms in the front of the volume.

RECORD OF THE RECEIPT OF RETURNS OF STORES FROM NAVY YARDS AND VESSELS. 1872-76. 1 vol. 1 in. 335

Shows name of navy yard or vessel, date of stores' return, and date of stores' receipt. Arranged under the headings "Navy Yards" and "Vessels," and thereunder by name of navy yard or vessel.

LEDGER OF STORES RECEIVED AND EXPENDED ON BOARD THE BROOKLYN. 1874-76. 1 vol. 1 in. 336

This volume is a record of the construction department of the vessel. It shows dates of receipt and expenditure of tools, lumber, blocks, nails, bolts, paints, and miscellaneous supplies and fittings, and quantity and cost of materials. Arranged by name of supplies or fitting and thereunder chronologically.

RECORD OF DAILY EXPENDITURES OF STORES ON BOARD THE BROOKLYN. 1874-76. 1 vol. 1/4 in. 337

Lists of articles used by the construction department of the vessel showing date of expenditure, and quantity of stores and materials used. Arranged chronologically.

RECORD OF SHIPS' STORES FURNISHED ON REQUISITION. 1878. 1 vol. 1/2 in. 338

Shows name of vessel, stores (paint, timber, copper, lead, hardware, and sundries), quantities, and date of requisition. Arranged by name of ship, with an index to ships' names in the front of the volume.

LEDGER OF STORES RECEIVED AND EXPENDED ON BOARD THE RICHMOND. 1878-81. 1 vol. 1 in. 339

This volume is a record of the construction department of the vessel. It shows dates of receipt and expenditure of tools, lumber, blocks, nails, bolts, paints, and miscellaneous supplies and fittings, and quantity and cost of materials. Arranged by year, thereunder by name of supplies or fitting, and thereunder chronologically.



RECORD OF DAILY EXPENDITURES OF STORES ON BOARD THE RICHMOND. 1878-81.  
1 vol. 1/4 in. 340

Lists of articles used by the construction department of the vessel, showing quantity of materials expended and purpose for which they were used. Arranged chronologically.

INVOICES OF ARTICLES RECEIVED ON THE RICHMOND. 1878-81. 1 vol. 1/4 in. 341

Lists of articles received by the construction department of the vessel from various navy yards, naval stations, and private contractors, showing date, from whom articles were received, and quantity and cost of articles. Arranged chronologically.

QUARTERLY REPORTS OF EXPENDITURES OF STORES BY VESSELS. 1879-80.  
1/2 in. 342

These reports show the Bureau of Construction and Repair's items of supplies and equipment expended during the period covered by the report and their value or cost; sometimes included are inventory figures for the item at the beginning and end of the period. The vessels reported on for 1879 are the Minnesota (first 3 quarters), the Wachusett (2d and 3d quarters), and the Saratoga (all 4 quarters). The vessels reported on for 1880 are the Franklin (2d quarter), the Yantic (4th quarter), and the Catskill (1st quarter). Unarranged.

QUARTERLY RETURNS OF STORES BY THE NAVAL STOREKEEPERS AT KEY WEST, FLA., AND RIO DE JANEIRO, BRAZIL. 1881-87. 39 vols. 1 ft. 343

These volumes show the quantity of lumber, paint, sheathing, iron and steel forgings and castings, furniture, and miscellaneous supplies, stores, and fittings on hand and manufactured in the navy yard at Key West and in the naval depot at Rio de Janeiro. Arranged by name of naval installation, thereunder chronologically, and thereunder by type of fitting or supplies.

GENERAL STOREKEEPER'S REPORTS OF STORES AND MATERIAL ON HAND PERTAINING TO THE BUREAU OF CONSTRUCTION AND REPAIR AT THE PORTSMOUTH NAVY YARD. Feb. 1888-May 1890. 27 pamphlets. 1 ft. 344

Monthly reports showing articles and quantities of each on hand. Arranged chronologically (reports for September and October 1888 and for March and April 1890 are missing) and thereunder numerically by classification number of stores and material. Each pamphlet includes a "Classification of Ledger Accounts," which shows number and class of stores and material, arranged numerically. These pamphlets were received as enclosures to correspondence.

SCHEDULES OF MATERIALS FOR THE NEWARK AND THE TEXAS. 1888; 1890.  
2 pamphlets. 1/4 in. 345

Schedules of materials required at the New York Navy Yard for the Newark, 1888, and the Texas, 1890, showing general class of materials and specific items thereunder, with weights and measurements and occasionally prices. Arranged by name of vessel and thereunder numerically by general class number of materials. These pamphlets were received by the Bureau as enclosures to correspondence.



RECORD OF STORES RECEIVED AND EXPENDED. 1890. 1 vol. 1 in. 346

A monthly record of miscellaneous stores received at an unidentified navy yard or private construction company, or on board an unidentified vessel, showing kind, quantity, and cost of supplies. Arranged by name of supplies and thereunder chronologically.

SHIP'S ACCOUNT OF MATERIALS. 1896-1902. 1 vol. 1 in. 347

This volume shows materials and quantity received, date received, Navy Department bureau from which received, purpose for which received, and initials of various individuals (possibly the persons receiving the materials). The name of the vessel is not shown but inserted loosely in the volume is a list of plans of the Rainbow, which was a distilling ship of the Navy during this period. Arranged chronologically.

RECORD OF MATERIALS RECEIVED AT NAVY YARDS AND NAVAL STATIONS. 1909-11. 2 vols. 2 in. 348

Lists of supplies and construction materials received at various navy yards and naval stations, showing date received; kind, quantity, and cost of material; and vessel or officer to which it was assigned. Arranged by name of navy yard or naval station and thereunder chronologically.

RETURNS OF SUPPLIES ON BOARD VESSELS. 1910-11. 4 ft. 349

Quarterly returns of receipts and expenditures of supplies under the Bureau of Construction and Repair, showing name of vessel and commanding officer, articles, quantity on hand at beginning of quarter, quantity received during quarter, quantity expended during quarter, quantity remaining on hand, and remarks. These reports were received as enclosures to the correspondence described in entry 88 and are arranged numerically by file numbers of the correspondence with which they were enclosed.

#### Records Relating to Inspections and Surveys of Material and Equipment

REGISTER OF CORRESPONDENCE RECEIVED BY THE CHIEF INSPECTOR OF STEEL FOR NEW CRUISERS. 1887-89. 1 vol. 1 in. 350

Gives name of correspondent, a correspondence file number, date of correspondence, and subject. Arranged alphabetically by initial letter of name of inspector or company from which correspondence was received and thereunder chronologically. The correspondence to which this register refers has not been found.

RECORDS OF SURVEYS OF UNSERVICEABLE EQUIPMENT. 1916-40. 20 ft. 351

Records of surveys of articles (such as motor launches, furniture, lifejackets, mattresses, blankets, coal barges, and anchors) at naval districts and navy yards that were damaged, worn out, or otherwise unfit for use. These records consist of form requests to the Bureau of Supplies and Accounts for surveys showing article, quantity, identifying marks, invoice price, date, from whom received, and reason for survey; reports by the surveying officer describing condition of article surveyed and making a recommendation regarding its replacement or disposition; and sometimes a notification by the Bureau of Construction and Repair concerning approval of recommendation, with photographs of damaged article. Arranged by number of naval district or by name of navy yard.



RECORDS OF SURVEYS OF ARTICLES LOST, MISSING, OR DESTROYED ON VESSELS.  
1917-40. 90 ft. 352

Requests for surveys showing article, quantity, identification marks, invoice price, date, from whom received, and reason for survey; reports of the supply officer of the vessel of investigations, with recommendations; correspondence with persons allegedly responsible for the loss; and memoranda to the Bureau of Construction and Repair concerning the surveys and forwarding the reports. Arranged by name of vessel in two alphabetical series.

REPORTS OF INSPECTORS OF NAVAL MATERIAL. 1928-35. 2 ft. 353

Copies of monthly reports of material inspected, showing inspection district, date of inspection, weight and cost of material inspected, amount of tons of material accepted and rejected, estimated value of material accepted, itemized cost of inspection, name of inspector, and names of inspectors on duty in the district, with their salaries, bureau to which they belonged, and number of hours each one spent in inspecting material. Arranged according to the Navy Filing Manual file number for each inspection district and thereunder chronologically.

#### Fiscal Records

"TRANSFER ACCOUNTS." 1846-50; 1855-56; 1861-73; 1875-85. 16 vols. 3 ft. 355

Statements of the transfer of services and supplies to accounts of other bureaus for work at navy yards, showing name of bureau and navy yard, articles transferred (chiefly labor and materials), and their value. Arranged chronologically. In this series there are gaps in dates because of missing volumes (Volumes 2, 4-6, 8, 14, and 18 are missing).

LEDGER OF THE TRANSFER OF FUNDS. 1852-64. 1 vol. 1 in. 356

Contains statements of the transfer of funds appropriated to the Bureau of Construction, Equipment, and Repairs (after 1862, to the Bureau of Construction and Repair) to other bureaus, navy yards, and to "Miscellaneous" (Quartermaster's Department, Mexican Hostilities, and Treasury Department) showing agency or station to which transferred, and purpose and amount of transfer. Arranged chronologically and thereunder by name of organization to which transferred. There is an index in the front of the volume.

PAYROLL SUMMARIES OF NAVY YARDS. 1852-68. 7 ft. 357

Monthly summaries of payrolls for work done at navy yards for the various bureaus of the Navy Department. They show work done and name of bureau for which it was done, occupation of person employed thereon (such as mechanic, laborer, teamster), and total amount of days worked during month and total amount paid therefor in each class of occupation. Arranged chronologically and thereunder by name of navy yard.

RECORD OF COST OF ACQUIRING, REPAIRING, AND EQUIPPING SHIPS. 1852-88.  
7 vols. and 1 index vol. 1 ft. 358

These volumes show purchase price of ship or building cost by contract; frequently contractor's name; and a record of repairs made or equipment



installed, by date and place, with cost indicated. In some of the volumes the part of the ship that was repaired is specified. The date of final disposition or fate of ship is given if the ship's term of service has ended, the price received and usually the purchaser being given in case of sale. Arranged by name of ship. There are indexes in the volumes to names of ships, arranged alphabetically by initial letter of name of ship. The letters "A" and "B" are missing in the index for volume 11. There is a separate incomplete index volume, showing name of ship, volume number, and page number; this index refers to a 12-volume series, only 7 volumes of which have been found.

RECORD OF RECEIPTS AND EXPENDITURES OF FUNDS AND STORES AT NAVY YARDS.

1856-67. 1 vol. 2 in.

359

Shows date, name of navy yard, amount of funds on hand at each yard at beginning of fiscal year, amounts received and expended during year, and amounts on hand at beginning of next fiscal year; and date, name of navy yard, and value of stores on hand at each navy yard at beginning of month, value of stores received and expended during month, and value of stores on hand at beginning of next month. Arranged chronologically, with an index in the front of the volume.

BILLS FROM NAVY YARDS AND NAVAL STATIONS. 1860-66. 202 vols. 32 ft.

360

These bills, from navy agents, paymasters, and storekeepers for services and supplies coming under the appropriation "Construction and Repairs," show articles furnished and their cost. Some of the bills are in the form of letters requesting funds. Arranged alphabetically by name or location of yard or station and thereunder chronologically, except that the first volume, 1861-66, contains bills from several yards and from the office of the General Superintendent of Ironclads in New York, N. Y.

RECORDS RELATING TO MISCELLANEOUS FINANCIAL MATTERS. 1860-77. 3 in.

361

Include a memorandum on the monetary condition of the Bureau and memorandum on indebtedness and expenses of the Bureau; a copy of the "average bond" (insurance policy) on the brig Charles H. Frost; papers pertaining to claims for damages in collisions involving naval vessels; statements of amounts of contracts at the various navy yards, 1865-77; a copy of the insurance policy on the monitor Montauk covering towing from Washington, D. C., to New York, N. Y.; a letter from the Chief of the Bureau of Construction and Repair to a paymaster regarding the latter's request for Bureau of Construction and Repair funds; exhibits showing requisitions of the Navy agent at Philadelphia for Bureau funds for November and December 1864; and exhibits, vouchers, and other papers of the paymaster at the Pensacola Navy Yard. Unarranged.

RECORD OF PAYMENTS ON CONTRACTS FOR SHIPS ("BILL BOOK"). 1861-64.

1 vol. 1 in.

362

This volume shows name of ship, date and amount of contract, date the contract was to be completed, usually name of contractor, and payments made under contract (listed by date and amount), with notations regarding



amount reserved and record of extra costs, if any. Payments on hull and on machinery are frequently under separate contracts. Arranged by name of vessel. There is an index in the front of the volume to names of vessels, arranged alphabetically by initial letter of name of vessel.

RECORD OF REQUISITIONS FOR FUNDS DRAWN ON THE SECRETARY OF THE NAVY.

July 1861-Aug. 1868. 2 vols. 3 in. 363

These volumes show date, requisition number, name and station of person in whose favor funds were drawn (chiefly navy agents and paymasters), amounts and appropriations under which funds were drawn, and total amounts. Arranged chronologically.

STATEMENTS FROM NAVY YARDS OF PAYMENTS, VOUCHERS, AND CONTRACTS. 1862-83.

1 ft. 364

Monthly statements of payments made to contractors at various navy yards showing the authorized appropriation, balances, requisitions made, and amounts received and deposited; monthly statements of current contracts showing name of contractor, date, articles supplied, their prices, and payments therefor; and statements of outstanding vouchers and money received and expended for various purposes. Arranged by name of navy yard.

RESERVATION BILLS. 1863-82. 8 in. 365

These bills relate to contracts on which a certain percentage of the amount of the contract was reserved for payment after all the articles contracted for had been delivered. They show name of contractor, full amount of contract, articles contracted for and place of delivery, and percentage and amount of reservation. Sometimes included is a certification by a naval constructor that all articles on the contract had been delivered and that amount of reservation was due, with notations as to settlements. Arranged in roughly chronological order.

RECORD OF ACCOUNTS APPROVED FOR PAYMENTS. Aug. 1864-June 1868. 1 vol.

2 in. 366

A record of accounts primarily for payments to contractors for construction and repair work on vessels and for payments for advertisements for bids, but also payments for the hauling of freight, for materials, and for labor. The accounts give name of person or firm to receive payment, purpose and amount of payment to be made, dates and names of persons certifying or approving payments, date payment was approved by the Chief of the Bureau of Construction and Repair, and place the payment was to be made. Some of the bills were incurred as early as 1863. Arranged chronologically by date of bill's approval by the Bureau. There is a name index in the volume.

REPORTS OF THE TRANSFER OF FUNDS UNDER APPROPRIATIONS. 1864-92. 2 ft.

367

Monthly reports of amounts debited and credited showing, under the headings "Debits" and "Credits," name of person or purpose of debit or credit, title of appropriation, and amount debited or credited. The earlier reports are in the form of individual vouchers for debits and for credits. Arranged in roughly chronological order.



ACCOUNTS FOR STATIONERY AND MISCELLANEOUS ARTICLES. 1865-78. 1 vol.  
1/2 in. 368

Show date of purchase, articles purchased, and cost. The volume, apparently kept by someone in the Bureau of Construction and Repair, relates chiefly to office supplies. Arranged chronologically.

RECORD OF PAYMENTS MADE BY PAYMASTERS AT NAVY YARDS. Jan.-June 1866;  
Sept.-Oct. 1866. 1 vol. 1/4 in. 369

Shows requisition number, date, name of person or firm receiving payment, and purpose and amount of payment. Arranged by name of navy yard and thereunder chronologically. The records for all the yards are for the period January-June 1866 except the one for the yard at Mound City, Ill., which is for the period September-October 1866. There is an index to names of yards in the volume.

STATEMENT OF RECEIPTS AND EXPENDITURES AT NAVY YARDS. 1866-67. Less  
than 1/4 in. 370

Shows funds on hand at beginning of period of report, receipts during period, and amount on hand at end of period at the New York, N. Y., Washington, D. C., and Portsmouth (Kittery), N. H., Navy Yards. Unarranged.

RECORD OF PAYMENTS MADE BY PAYMASTERS. 1866-74; 1882-87. 3 vols.  
4 in. 371

A record of payments for supplies and materials showing name and station of paymaster, name of person paid, date of payment, articles for which paid, requisition number, and amount paid. Arranged chronologically and thereunder by name of station.

RECORD OF PAYMASTERS' REQUISITIONS FOR FUNDS. 1866-82. 1 ft. 372

Lists of expenditures and funds required by various navy yards and naval stations showing name of recipient, type of work performed, amount requested, and balance on hand. Arranged by name of naval station or navy yard, and sometimes by name of vessel.

RECORD OF THE COST OF LABOR AND MATERIAL EXPENDED BY AND TO THE BUREAU  
OF CONSTRUCTION AND REPAIR. July 1867-May 1869. 1 vol. 1/2 in. 373

Monthly statements showing names of Navy Department bureaus and costs of labor and material expended to each by the Bureau of Construction and Repair, and names of Navy Department bureaus and costs of labor and material expended by each to the Bureau of Construction and Repair. Arranged chronologically.

RECORDS RELATING TO INTERBUREAU TRANSFERS OF LABOR AND MATERIAL.  
1867-70. 3 in. 374

Lists of items of material and labor (with their value indicated) which were transferred at the various yards from the Bureau of Construction and Repair to other bureaus (mainly the Bureau of Yards and Docks) or to the Bureau of Construction and Repair from other bureaus, and statements rendered in connection with settlement of such transfer accounts. Unarranged.



SHIPS' ACCOUNTS OF MATERIALS. July 1867-Sept. 1869; July 1875-Oct. 1876.  
2 vols. 2 in. 375

These volumes show name of vessel and, for each month, the money value of material in the vessel's departments and the total money value. Arranged chronologically (one volume for the period July 1867-September 1869 and one for the period July 1875-October 1876) and thereunder by name of vessel, with indexes to names of vessels in the volumes.

SHIPS' ACCOUNTS FOR LABOR. July 1867-Jan. 1870; July 1875-Oct. 1876.  
2 vols. 2 in. 376

These volumes show name of vessel and cost of labor in each of the vessel's departments. Arranged chronologically (one volume for the period July 1867-January 1870 and one for the period July 1875-October 1876) and thereunder by name of vessel.

REQUISITIONS FOR FUNDS BY THE PAYMASTER'S OFFICE AT BALTIMORE, MD.  
1868-69. 1 vol. 1/4 in. 377

This volume contains correspondence and purchase certificates from the Paymaster at Baltimore to the Chief of the Bureau of Construction and Repair relating to the payment of bills for lumber, paints, tools, and miscellaneous supplies used aboard various vessels. The kind, quantity, and cost of these materials are shown. Arranged in roughly chronological order.

RECORDS RELATING TO THE NAVAL STATION AT MOUND CITY, ILL. 1869-71.  
2 in. 378

Requisitions for funds under Bureau of Construction and Repair appropriations; exhibits showing quarterly transactions with funds, abstracts, or copies of vouchers; exhibits showing expenditures by station on vessel; and an abstract of inspections showing supplies inspected and approved for purchase at the station. Unarranged.

BILLS AND RELATED CORRESPONDENCE. 1870-93. 3 ft. 379

Bills for supplies and services, transportation and freight, and newspaper advertisements, with some correspondence in explanation of the bills and certifications as to their correctness. Unarranged.

ACCOUNTS WITH CONTRACTORS. 1871-72. 1 vol. 1/2 in. 380

This volume shows name and address of contractor and thereunder date of contract, navy yard (apparently the yard to which deliveries were to be made), amount delivered, date and amount of bill, amount of 20 percent reservation, net amount, and date and place of payment. Arranged alphabetically by initial letter of contractor's name, with a list of contractors in the front of the volume.

ABSTRACT OF MONTHLY EXPENDITURES ON THE KEARSARGE. Dec. 1873-Dec. 1877.  
1 vol. 1 in. 381

This volume shows date of expenditure, name of articles, quantity, price per unit, total cost, and signatures of the Executive Officer and the Commanding Officer. Arranged chronologically.



RECORD OF INSTALLMENT PAYMENTS ON CONTRACTS FOR VESSELS. 1873-89.

1 vol. 1/2 in.

382

Shows name of vessel, by whom built, place it was built, numbers of installment payments, amount paid and amount reserved on each installment, total amount of reservation, and total amount paid. The later entries also show service for which payment was made, such as hull, machinery, labor, and extra work. Arranged chronologically, with an index to names of vessels and shipbuilders.

RECORD OF PURCHASES ON THE RICHMOND. -1878-81. 1 vol. 1/4 in.

383

Consists of monthly and quarterly reports of expenditures of the construction department of the vessel listing articles purchased, together with their quantity and cost. Arranged chronologically.

REPORTS OF EXPENDITURES ON VESSELS. 1882-94. 3 vols. 5 in.

384

Quarterly reports of expenditures for labor and material showing name of vessel and amounts expended on the hull, masts and spars, boats, and other equipment. Arranged chronologically, with indexes to names of vessels in the volumes.

BILLS FOR THE CHICAGO, THE BOSTON, AND THE ATLANTA ("TRIPLICATE BILLS"). 1885-87. 3 vols. 7 in.

385

Bills for supplies, equipment, and material showing date, name of firm furnishing items and name of vessel for which furnished, items furnished, quantity and cost of items, certification by the naval constructor at Chester, Pa., of inspection, certification as to correctness by the Naval Advisory Board, and approval of the Chief of the Bureau of Construction and Repair. One volume relates to the Atlanta only; the other two volumes relate to all three vessels. Arranged chronologically.

RECORD OF ADDITIONAL COSTS ALLOWED BY BOARDS ON CHANGES. 1887-1900.

7 vols. 8 in.

386

These volumes relate to a number of vessels. They show date and number of superintending constructor's letter recommending change, nature of change recommended, estimated cost, date the Bureau authorized change and date it was referred to the board on changes, action of the board, amount allowed, remarks, and date of payment. Since the vessels were being constructed at a number of shipbuilding companies, these volumes were apparently compiled in the Bureau. Arranged by name or class of vessel and thereunder chronologically, with indexes to names of vessels in the volumes.

"CONSOLIDATED REPORTS OF VESSELS." 1889-91. 1 vol. 1 in.

387

This volume relates to a number of vessels. It shows name of vessel and thereunder amount brought forward, and two columns of figures (without headings but denoting money) after each month. The volume is not further identified. Arranged by name of vessel and thereunder chronologically.

STATEMENTS OF THE TRANSFER OF ACCOUNTS FOR STORES AT THE NEW YORK NAVY YARD. 1890. 1 in.

388

Monthly statements, submitted to the Bureau of Construction and Repair,



of the transfers of stores from one appropriation to another showing the appropriation from which and to which transferred, class of articles and quantity transferred, unit price, and total cost of stores transferred, with accompanying notifications from the Bureau of Construction and Repair to the Fourth Auditor of the Treasury Department. Arranged chronologically.

RECORD OF PAYMENTS ON CONTRACTS FOR SHIPS. 1890-98. 2 vols. 3 in.

389

Shows name of ship, date and amount of contract, date the contract was to be completed, and usually name of contractor. The payments made under the contract are listed by date and number, with amounts for hull, machinery, reservation, and extra work indicated and totaled. Arranged by name of vessel. In the front of each volume is an index to names of vessels, arranged alphabetically by initial letter of name of vessel.

BILLS FOR THE "NEW" NAVY. 1890-1914. 30 vols. 5 ft.

390

Bills for the construction of vessels authorized during the rebuilding of the Navy which took place after 1882, showing date, name of shipbuilding firm, date of contract, name of vessel, payment installment number, amount due for work on the hull and machinery, amount of reservation, and amount payable. Included are certifications by the Inspector of Hulls and the Inspector of Machinery that the work had progressed sufficiently to entitle the contractor to payment, a certification as to the bill's correctness by the Chief of the Bureau of Construction and Repair and the Chief of the Bureau of Steam Engineering, and a notification of approval by the Secretary of the Navy. The volumes are arranged in part chronologically and in part by class of vessel, except that one volume contains bills from the Columbian Iron Works and Dry Dock Co., Baltimore, Md., only, and another volume contains bills from the Fore River Shipyard, Quincy, Mass., only. Arranged by name of vessel and thereunder by number of installment payment.

MONTHLY REPORTS OF EXPENDITURES AT NAVY YARDS. Apr. 1896-June 1909.

9 vols. 2 ft.

391

Show name of navy yard, date of report, title of appropriation, object of expenditure, amount spent on labor and material, total amount of expenditures, and remarks. The navy yards covered and the inclusive dates of the reports are as follows: Norfolk, Va., and League Island, Philadelphia, Pa., April 1896-June 1901; Cavite, Philippine Islands, July 1901-June 1905; Boston, Mass., Portsmouth, N. H., Washington, D. C., and Mare Island, Calif., April 1896-June 1905; and New York, N. Y., July 1901-June 1909. Arranged by name of navy yard and thereunder chronologically.

RECORD OF THE COST OF WORK DONE ON VESSELS. 1899-1904; 1908-11. 3 vols. and 1 index vol. 1 ft.

392

Shows name of vessel, date work was performed, navy yard or station where work was performed, amount spent each month on vessel's hull and on supplies and equipage for the vessel, and total amount spent each month. The volumes are arranged chronologically and the material within them is arranged alphabetically by name of vessel. Each volume contains an index to names of vessels. There is a separate index volume, arranged



alphabetically by name of vessel, showing volume number (A-1 to A-9) and page number. Only three volumes of this series have been found.

ANALYSIS OF EXPENDITURES UNDER STANDING JOB ORDERS AT NAVY YARDS. 1904.  
1 pamphlet. 1/4 in. 393

This pamphlet shows job order number, purpose of expenditure (for clerical force, drafting, leave and holidays, foremen and quartermen, tests and experiments, and minor repairs to yard craft) and thereunder name of navy yard, cost of labor and material, and total cost. The analysis is followed by a list of standing job orders and instructions regarding them.

RECORD OF EXPENDITURES UNDER APPROPRIATION FOR A CONSTRUCTION PLANT.  
1906-8. 1 vol. 1/2 in. 394

Shows name of navy yard or naval station, amount appropriated, amounts obligated for labor and materials, requisition number and amount of funds requisitioned, amounts expended under the contract, and actual expenditures for labor and materials. Arranged by name of navy yard or naval station and thereunder chronologically.

ESTIMATES AND ALLOTMENTS OF FUNDS FOR LABOR AND MATERIAL AT NAVY YARDS  
AND NAVAL STATIONS. Mar. 1907-Feb. 1913. 2 vols. 2 in. 395

These volumes show amount of funds estimated and amount approved each month under appropriations for the various yards and stations. Arranged chronologically by year, thereunder according to the headings "Labor" and "Material," and thereunder by name of navy yard or naval station.

RECORD OF EXPENDITURES AT NAVY YARDS AND NAVAL STATIONS. 1907-14.  
7 vols. 1 ft. 396

These volumes contain monthly estimates of appropriations required for the construction and repair of vessels at various navy yards and naval stations, and monthly statements of funds allotted and expended for materials and labor. Arranged by name of navy yard or naval station and thereunder chronologically.

ESTIMATES OF FUNDS FOR THE NAVAL STATIONS AT CAVITE AND OLONGAPO,  
PHILIPPINE ISLANDS. 1915-16. 1 in. 397

Memoranda from the commandants giving general estimates of funds necessary for labor and materials and detailed estimates for labor showing names of vessels to be worked on and the cost for each, reports of actual amounts spent the previous month for labor and materials, and copies of replies from the Bureau. Some of the estimates relate to Cavite only, some to Olongapo only, and some are combined estimates for both stations. Arranged chronologically.

ESTIMATES AND ALLOTMENTS OF FUNDS FOR ISSUE TO SHIPS UNDER THE NAVAL  
SUPPLY ACCOUNT. July 1912-Feb. 1913. 1 vol. 1 in. 398

This volume shows amount of funds estimated and amounts allotted each month under various appropriations at navy yards and naval stations. Arranged chronologically.

REQUISITIONS FOR FUNDS AND RELATED CORRESPONDENCE. 1915-18. 3 ft. 399  
Requisitions for funds for the procurement of materials and supplies



for construction and repair work at various navy yards, together with correspondence concerning appropriations and available funds for scheduled construction work, requests for changes in fund allotments, and the disposal of unexpended balances. Arranged by name of navy yard, with some miscellaneous correspondence at the end of the series.

CORRESPONDENCE REGARDING ALLOTMENT OF FUNDS FOR THE NAVAL STATION AT PENSACOLA, FLA. 1916. 1/2 in.

400

Letters from the commandant of the naval station to the Bureau of Construction and Repair requesting allotments under appropriations stating total amount requested, with detailed estimates, and copies of memoranda and telegrams from the Bureau authorizing these allotments. Arranged chronologically.

CASHBOOKS. 1936-39. 2 vols. 3 in.

401

Show items and quantities purchased, their cost, and unidentified numbers pertaining to the items. These cashbooks relate to routine supplies, many of which are connected with painting. They are not further identified.

#### Miscellaneous Records

INVOICES AND BILLS OF LADING. 1842-88. 27 vols. 6 ft.

402

Invoices of stores showing by whom and to whom shipped, name of vessel on which shipped, articles shipped, and quantity and cost of articles, with accompanying bills of lading for their transportation. Arranged chronologically.

RECORDS RELATING TO SUPPLIES AND ACCOUNTS. 1844-90. 2 ft.

403

Approved bills for supplies furnished the steamers General Taylor and Colonel Harney; papers pertaining to advertising for proposals to furnish supplies or equipment; memoranda regarding characteristics, cost, or operation of certain materials or equipment; a few papers pertaining to transportation costs; accounts, for 14 months, of the storekeeper at Shanghai, China, sent to the Bureau for review; memoranda concerning various office supplies, furniture, and equipment and proposals to furnish them; requisitions from various vessels for supplies from the Bureau; papers pertaining to supplies and contracts for iron, timber, coal, and billiard cloth; papers pertaining to open-purchase requisitions; a table of data on itemized foods required for 200 men for 3 months; bills for various items, including magazine subscriptions, electric bells, and steam fans; and papers pertaining to sale of old equipment or property. Unarranged.

LISTS OF NEWSPAPERS AUTHORIZED TO PUBLISH ADVERTISEMENTS. 1853-73.

1 vol.

404

This volume contains lists of newspapers which published proposals inviting bids for lumber, steam machinery, armor plating, and naval supplies, and advertisements on the sale of vessels and the salvaging of wrecks. The lists show dates of publication and cost. In many instances, clippings of sample advertisements are included. Arranged in roughly chronological order.



- PROPOSALS AND ADVERTISEMENTS OF SALES. 1854-89. 1 vol. 2 in. 405  
 Proposals inviting bids for supplying coal, iron, other naval stores, and ships machinery, and advertisements of naval vessels for sale. There are newspaper clippings pasted in the volume. Arranged chronologically.
- CONSTRUCTION ACCOUNT OF MACHINERY. Mar. 1868. 1 vol. 1 in. 406  
 This volume relates to the plumber's department (vessel unidentified). It contains descriptions of items of machinery, with their money value, and information concerning their condition. Arranged by division of the plumber's department (finishing shop, foundry, coppersmith's shop, and tin shop) or by type of machinery, such as ordnance machinery.
- RECORDS RELATING TO THE BROOKLYN. 1874-76. 3 in. 407  
 Requisitions for supplies under the Bureau of Construction and Repair, monthly reports of expenditures in the carpenter's department of the ship, invoices of Bureau of Construction and Repair supplies delivered to the vessel, records of surveys held on wornout tools and other Bureau equipment, and records of Bureau supplies furnished by the Brooklyn to other vessels on requisition. Unarranged.
- SCHEDULE OF TOOLS REQUIRED FOR THE NEW YORK NAVY YARD. 1889.  
 1 pamphlet. 1/4 in. 408  
 A printed pamphlet of the Bureau of Construction and Repair showing articles and quantities. Arranged numerically by article number.
- INDEX TO CLASSIFICATION OF NAVAL STORES. 1892. 1 vol. 1/4 in. 409  
 This index is a publication of the Navy Department listing all types of naval stores and supplies and giving their classification numbers and appropriate page numbers in the "Report of the General Storekeeper" and the "Grand Stock Ledger" maintained by the Bureau of Provisions and Clothing. Arranged alphabetically by name of store.
- NAVY ESTIMATES FOR EXPENDITURES CHARGEABLE TO GREAT BRITAIN. 1907-8.  
 1 vol. 1 in. 410  
 This volume contains estimates of funds in British currency for all expenditures chargeable to the Admiralty. The estimates are given in considerable detail. There is a table of contents in the front of the volume; and there is an index at the back, followed by a "Statement of First Lord of the Admiralty Explanatory of the Navy Estimates, 1907-1908." The volume was printed in London in 1907 and was received by the Bureau of Construction and Repair in the same year.
- RECORD BOOK RELATING TO EQUIPMENT. Feb.-July 1909. 1 vol. 1 in. 411  
 In this volume, under four headings--Steam Engineering, Ordnance, Equipment, and Yards and Docks--are listed dates, numbers, items (such as steam generators and condenser tubes), and frequently names of navy yards. The volume is not identified. It may be a record of items sent by the four Navy Department bureaus mentioned above to navy yards for use by the Bureau of Construction and Repair.
- REPORTS OF MATERIAL SHIPPED. 1940-41. 2 ft. 412  
 Copies of reports of inspectors of naval material forwarded to the



Bureau of Construction and Repair showing inspection district, name and address of contractor, name and address of manufacturer, place from which shipped and method of shipment, station of supply officer to whom consigned, contract and schedule number, description of material shipped, number of pieces and weight, date of inspection, and date shipment was authorized. A few reports are dated in 1941 and are addressed to the Bureau of Ships. Unarranged.

CARD RECORD RELATING TO SUPPLIES AND EQUIPMENT. n.d. 8 in. 413

Cards showing name and address of firm, subject (various types of supplies and equipment) and number (such as 1-5, 2-3). Some of the cards give only the subject and the name and address of firm. This record has not been identified. Arranged alphabetically by name of firm or subject.

### Records Relating to Personnel

MISCELLANEOUS PAPERS RELATING TO PERSONNEL. 1845-74. 1 in. 414

A memorandum regarding the method of calculating quarterly salaries; a protest of Mare Island Navy Yard laborers against a proposed reduction in wages; a letter requesting reinstatement of an employee at Portsmouth Navy Yard; a letter from a store clerk requesting promotion to storekeeper at a navy yard; and a memorial petitioning that its author be commissioned a lieutenant on the retired list because of wounds. Unarranged.

PROCEEDINGS OF BOARDS TO EXAMINE APPLICANTS FOR APPOINTMENT AS ASSISTANT NAVAL CONSTRUCTORS. 1863; 1866. 2 in. 415

Proceedings of two boards, one in session from April 28 to May 2, 1863, and the other in session from February 6 to March 3, 1866. The former record of proceedings is accompanied by a copy of the examination questions and the applicant's answers, together with letters recommending the applicant. The latter record is accompanied by items of correspondence pertaining to the board's activities. Unarranged.

REPORTS OF GENERAL SERVICE EMPLOYMENT AT NAVY YARDS. 1863-68. 4 in. 416

Monthly reports listing occupations at the Philadelphia, Boston, and Norfolk Navy Yards, with brief statements of the nature of the services charged to general service or to general purposes for the period of the report, the number of days involved for each occupation, and the wage value of the services in each case. Arranged by name of navy yard and thereunder chronologically.

REPORTS ON THE NUMBER OF EMPLOYEES AT NAVY YARDS. 1865-66. 3 in. 417

Show by class or occupation the number of employees on the payroll chargeable to the Bureau of Construction and Repair for the period of the report. The navy yards represented by reports are Boston, New York, Portsmouth, and Philadelphia. The reports for the Boston Navy Yard are complete for the period February-December 1866 and those for the other three yards are complete for the period December 1865-December 1866. Arranged by name of navy yard and thereunder chronologically.



MISCELLANEOUS RECORDS RELATING TO ASSISTANT NAVAL CONSTRUCTORS. 1865-85. 8 in. 418

Letters of application for appointment as assistant naval constructor, letters recommending applicants for appointment, letters of applicants concerning their application or examination, and a few papers recommending the promotion or petitioning for the transfer of certain assistant naval constructors. Unarranged.

EXAMINATION PAPERS OF APPLICANTS FOR APPOINTMENT AS ASSISTANT NAVAL CONSTRUCTORS. 1866-74. 2 ft. 419

Contain the examination questions and the applicant's answers. Usually accompanying the question-and-answer sheets are a physician's certificate stating that the applicant was physically qualified for the position, testimonial letters as to his character, and sometimes a certificate stating that the applicant was employed at a navy yard. Arranged alphabetically by name of applicant.

PAYROLLS AND PAYROLL SUMMARIES OF EMPLOYEES AT THE MARE ISLAND, CALIF., NAVY YARD. July 1867-Dec. 1868. 1 vol. 2 in. 420

Monthly payrolls of employees under the Bureau of Construction and Repair showing name, occupation, number of days worked, rate of pay per day, aggregate amount of pay, and amount due and paid; and monthly payroll summaries showing vessels under construction, number of employees in each occupation working thereon, and amount paid to employees in each occupation. This volume was forwarded to the Bureau in 1868. Arranged chronologically.

RETURNS AND REPORTS OF APPRENTICES. 1867-86. 10 in. 421

Semiannual returns of apprentices and minors under instruction at various navy yards showing their names, dates and places of birth, trades, pay, proficiency, and dates of indenture; and reports of examinations of applicants for apprenticeships listing those who applied and those who were recommended. Arranged in roughly chronological order.

REPORTS OF BOARDS TO EXAMINE APPLICANTS FOR APPOINTMENT AS ASSISTANT NAVAL CONSTRUCTORS. 1868-77. 2 in. 422

These three reports, dated January 18, 1868, March 19, 1873, and September 24, 1877, respectively, are as follows: a report on the examination of an assistant naval constructor for promotion to naval constructor; and a report on the examination of an applicant for assistant naval constructor. Included are a copy of the examination questions, the applicant's answers, and testimonial letters recommending the applicant. Unarranged.

RATES OF WAGES PAID EMPLOYEES IN THE NAVAL CONSTRUCTORS' DEPARTMENTS AT NAVY YARDS. 1868-94. 1 vol. 1 in. 423

This volume shows title of position, class, and daily rate of pay. Arranged chronologically by quarter of the year, with an index in the front of the volume arranged alphabetically by initial letter of title.

LETTERS RECEIVED REGARDING EMPLOYMENT AT NAVY YARDS. 1872-83. 3 ft. 424

Letters of application and recommendation addressed to the Bureau or



referred to it by other Government agencies and Congressmen; testimonials regarding employees and recommendations regarding promotions; and requests from navy yards regarding the retention of employees. Arranged in part by name of navy yard and in part unarranged.

LETTERS AND TELEGRAMS RECEIVED BY SENATOR A. H. CRAGIN OF NEW HAMPSHIRE  
IN THE JOHN D. SWAIN CASE. Apr. 1875. 2 in. 425

Letters and telegrams in favor of reinstatement of Swain as a master ironplater at the Portsmouth Navy Yard. Many of them indicate that the question of Swain's reinstatement was involved in local politics. Unarranged.

RECORD OF APPRENTICES EMPLOYED AT NAVY YARDS. 1879-93. 1 vol. 2 in. 426

This volume contains the names of apprentices at various navy yards. It shows for each apprentice his date and place of birth, name of parent or guardian, dates of appointment and discharge, and data on proficiency and conduct. Arranged in roughly chronological order by date of appointment. There is an index arranged alphabetically by initial letter of apprentice's name.

REPORTS OF PERSONNEL EMPLOYED AT NAVY YARDS. 1885-87. 3 in. 427

Reports of carpenters, blacksmiths, machinists, and shophands employed at navy yards, showing number of men employed in specific trades, their names, their length of employment, and related information. Unarranged.

TIME SLIPS OF EMPLOYEES. 1901. 6 in. 428

Daily time slips of Bureau employees in Washington, D. C., showing date, time of arrival, how employed, time of departure, and name of employee. Arranged chronologically.

#### Miscellaneous Records

RECORDS RELATING TO INVENTIONS AND PATENTS. 1866-85. 2 ft. 429

A letter from the builder of the Etlah freeing the Government of any claim arising in connection with any patent dispute; a letter relating to a claim made in connection with a patent for galvanizing iron; papers pertaining to steam rudders; a memorandum and papers regarding infringement of a patent in building the Onandaga; specifications of a derrick used for hoisting torpedo boats; a memorandum regarding steam capstan machinery; a copy of the patent certificate granted an inventor of steering apparatus; synopses of correspondence regarding Kunstadter's patented screw; a letter concerning Colonel Gowan's diving apparatus; correspondence regarding a new drier for paint; papers pertaining to new types of propellers; papers relating to a patented rowlock and to its inventor; correspondence concerning improved apparatus for expelling water from ships' holds; papers pertaining to an improved timber-bending machine; papers relating to automatic sounding apparatus; papers containing information regarding an improved dry dock; a letter in German concerning a submarine (1872); specifications of a patent for bending and refining steel; letters patent of Charles Perley for an improved hawsepipe stopper; papers pertaining to a patented ship carpenter's ladder; specifications and drawings



of Voorhees' patented steering apparatus; a pamphlet on preserving lumber by vulcanizing; papers pertaining to an improved lifeboat; and a report of the commanding officer of the Monongahela on Robey's automatic pump and ventilator. Unarranged.

SPECIFICATIONS FOR MACHINERY OF DESPATCH STEAMER FOR THE EASTERN BENGAL STATE RAILWAY. 1886. 1 vol. 1/2 in. 430

This volume contains a statement of the conditions of the contract and specifications for the machinery of a steamer to be built in England. It bears the bookplate of the Reference Library of the Bureau of Construction and Repair.

RECORDS RELATING TO SUBSCRIPTIONS FOR TECHNICAL JOURNALS FOR THE DRAFTING ROOM. Nov. 1886-May 1889. 1 vol. 1/4 in. 431

Copies of letters sent to and received from publishers concerning the ordering, renewal, or payments for subscriptions; receipts and notices of expirations of subscriptions; and lists showing collections from draftsmen for payment for subscriptions. Arranged in roughly chronological order.

NEWSPAPER CLIPPINGS FROM THE LONDON TIMES. 1886-93. 1 vol. 2 in. 432

Editorials and articles on the following: ships' equipment and armor; the construction, launching, and performance of individual ships of the British Navy; naval maneuvers; and various subjects relating to the British and other navies. Arranged chronologically.

NEWSPAPER CLIPPINGS RELATING TO NAVAL MATTERS. 1888-89. 1 vol. 1/4 in. 433

A scrapbook (labeled "draughting Room Scrap Book") containing newspaper clippings--mostly from the Baltimore Sun--on such subjects as contracts for torpedo boats, machinery for naval vessels, importance of a naval reserve, theoretical shipbuilders, and an increase of the navy. Arranged in roughly chronological order.

PHOTOGRAPHS. 1889-95. 9 in. 434

Most of these photographs are of furniture and equipment for vessels, but there are also a few photographs of persons, action scenes on board vessels, and construction work at navy yards. These photographs were received as enclosures to correspondence and bear the file numbers of the correspondence with which they were enclosed. Unarranged.

RECORDS OF THE SECRETARY OF THE ASSOCIATION OF AMERICAN DRAFTSMEN. 1892-1900. 2 ft. 435

These records were kept by William T. Jones of the Bureau of Construction and Repair as secretary of this association, which was organized on January 1, 1892. They consist of printed copies of the constitution, letters received concerning membership and the payments of dues, a directory showing the names and addresses of members and their places of employment, a journal of receipts and expenditures, and a record of the payment of dues. Most of the material is dated in 1896-97. Unarranged.

INFORMATION INDEX. n.d. 5 in. 436

This card file was apparently maintained for the information of a



naval constructor. It appears to have been compiled in the 1890's, but it is not further identified. The cards show a subject relating to the construction or equipping of naval vessels, sometimes the name of a specific vessel, and information of a general or technical nature about the subject. Arranged alphabetically by subject.

SCRAPBOOK. 1899. 1 vol. 2 in.

437

Contains clippings from American and foreign newspapers relating to trials and launchings of ships and other matters of interest to the Navy; pictures, jokes, and cartoons clipped from newspapers, some of which have no connection with the Navy; and biographical articles on Rear Admirals Philip Hichborn and Charles O'Neil, apparently clipped from magazines. There are only a few pages in the volume, with no particular arrangement.

INDEX TO PHOTOGRAPHS. Jan. 1906. 1 vol. 1/4 in.

438

The title sheet to this volume shows it to be an index of photographs on file in the Bureau of Construction and Repair in January 1906. The index gives name of vessel or navy yard, box number in which the photograph of it was filed, and sometimes a file number and a date. The dates vary from 1890 to 1905. Arranged in two series and thereunder alphabetically by initial letter of name of vessel or navy yard, except that in the first series the entries relating to navy yards and drydocks are under the letter "N." Loose in the volume are a few orders for photographs or prints, dated in December 1917, from the Bureau of Construction and Repair to the Construction Officer at the Washington Navy Yard.

TRANSLATION OF "ARTILLERY EXPERIENCES OF THE RUSSO-JAPANESE NAVAL WAR AND THE DEVELOPMENT OF SHIP-ARMAMENT IN DIFFERENT COUNTRIES SINCE THE WAR." 1907. 1 vol. 1/4 in.

439

A copy of a translation of an article taken from the Artillristische Monatshefte, January and February 1907. The translation was made available by the Army War College in September 1907.

PHOTOGRAPHS OF METAL FURNITURE. 1908. 1 vol. 1/2 in.

440

This volume contains photographs of berths, desks, wardrobes, lockers, and tables (apparently suitable for installation on shipboard) from the Art Metal Construction Co. There is an index in the front of the volume.

FLAGS OF MARITIME NATIONS. 1914. 1 vol. 1 in.

441

Color prints of national, diplomatic, and naval flags and badges of the United States, and other countries and their colonial possessions; and an historical account of the flag and seal and arms of the United States. Arranged alphabetically by name of country (except that the United States precedes all other countries), with an index to countries.

DESIGNS OF FLAGS AND PENNANTS OF THE UNITED STATES NAVY AND OF FOREIGN NAVIES. 1914-36. 2 ft.

442

Designs of flags of the Secretary and Assistant Secretary of the Navy, commission pennants of vessels, Naval Reserve flags and pennants, International Code alphabet pennants, and pennants of foreign navies. Unarranged.



PAPERS RELATING TO THE WAR GAS INVESTIGATIONS UNIT OF THE BUREAU OF MINES, DEPARTMENT OF THE INTERIOR. 1917-18. 5 in. 443

Copies of progress reports, reports of tests and technical reports regarding types of gases and gas masks, reports of committees established to study types of gases, and translations of reports of foreign countries on the use of gases in warfare. Unarranged.

The War Gas Investigations unit was a research organization begun by the Bureau of Mines with its own funds before July 1917 and continued thereafter under authority of appropriations made for the Army and Navy but allocated to the Bureau of Mines. The duties of the organization were to study the use of noxious gases in warfare. On June 25, 1918, the War Gas Investigations unit in the Bureau of Mines was abolished and its functions and personnel were transferred to the War Department.

CARD RECORD OF CLAIMS BEFORE THE UNITED STATES SHIPPING BOARD. 1922. 2 in. 444

Cards showing name of firm, amount claimed, amount awarded, date, name of attorney, serial and docket numbers, and whether claim was approved or disapproved by the United States Shipping Board. The records to which these cards refer have not been found. Arranged alphabetically by name of **firm**.

RECORDS RELATING TO TECHNICAL BULLETINS. 1929. 2 in. 445

Proof sheets, photographs, negatives, and working papers for Technical Bulletins Nos. 6-29. Unarranged.

INDEX. n.d. 1 vol. 1 in. 446

A subject index (a few names are also included) giving the subject followed by two sets of numbers, the first of which is **probably** the volume number and ranges from 5-9, and the second of which is probably the file number. The correspondence referred to is believed to be dated about 1895. The volume is not further identified. Arranged alphabetically by initial letter of subject.

REPORT ON PROPELLERS. n.d. 1 vol. 1 in. 447

A narrative account of actions of propellers under various conditions, with mathematical calculations and diagrams. No author is given and the volume is not further identified.

## RECORDS OF DIVISIONS OF THE OFFICE OF THE CHIEF OF THE BUREAU

### Records of the Design Division

The functions of this Division were as follows: to prepare designs for new vessels and for large alterations in completed vessels, to prepare estimates of costs for new construction, and to cooperate with the Contract Division in the preparation of the technical features of circulars and contracts. In 1930 the Design Division was abolished and its duties were taken over by the newly created Division of Design and Construction. Some of the records of the two divisions were maintained as single series.



RECORDS RELATING TO THE WEIGHT AND STABILITY OF SHIPS. 1912-40. 27 ft. 448

Reports, memoranda, correspondence, working papers, graphs, and calculations relating to weights and stability in connection with designs for ships and the modernization of battleships. Arranged numerically. Within the numerical arrangement the arrangement is by type of ship (battleship, aircraft carrier, destroyer, submarine, cruiser, or miscellaneous vessel, the latter type arranged alphabetically by name of vessel). Filed after these records is a miscellaneous class of material consisting of instructions for the preparation of cost estimates, tables of weights, stability data for various ships, blueprints containing structural data, designs of metal furniture, memoranda concerning personnel of the drafting room, and correspondence with private individuals concerning proposed designs for ships and publications. In the miscellaneous class there are a few items dated in early 1941, which are records of the Shipbuilding Division of the Bureau of Ships, and there is one item dated in 1909.

PRELIMINARY DESIGN DATA FOR NAVAL VESSELS. 1914-27. 17 ft. 449

Papers relating to proposed designs for all types of naval vessels. They consist of sketches and drawings, statements of dimensions and weights, cost data, data concerning protective devices, various types of calculation sheets, memoranda to and from other Navy Department offices concerned with the designs, and rough working papers. Arranged numerically by design number.

#### Records of the Camouflage Section of the Maintenance Division

During World War I the question of painting vessels in order to lessen the danger of submarine attack affected the United States Shipping Board as well as the Navy Department. To avoid the development of duplicate organizations an arrangement was made with the Emergency Fleet Corporation by which the Bureau of Construction and Repair was responsible for the preparation of camouflage designs for all vessels and for research work on protective painting, and the Emergency Fleet Corporation superintended the application of camouflage designs to all vessels. A Camouflage Section was established in the Maintenance Division of the Bureau of Construction and Repair to direct the Bureau's camouflage activities. Research in camouflage was carried on at the Research Laboratory of the Eastman Kodak Co., Rochester, N. Y.

REPORT ON NAVAL CAMOUFLAGE. 1917. 1 vol. 1 in. 450

A report by the Director of the Camouflage Training School containing information on the principles of camouflage, camouflage systems, and camouflage for submarines, together with paintings of camouflage designs by the students at the training school. Arranged by subject.

CORRESPONDENCE WITH THE RESEARCH LABORATORY, EASTMAN KODAK CO., ROCHESTER, N. Y. 1918. 1 in. 451

Letters, memoranda, and reports exchanged between the Chief of the Camouflage Section and naval officers and others at the laboratory. They concern research problems, designs, materials, and camouflage systems. Unarranged.



CORRESPONDENCE WITH BUSINESS FIRMS. 1918. 1/2 in. 452

Letters received and copies of letters sent by the Chief of the Camouflage Section to business firms concerning samples of preservative coatings and paint, spraying devices, pressures, and other technical matters. Arranged by name of firm.

REPORT ON MARINE CAMOUFLAGE. 1919. 1 vol. 1 in. 453

A report by Lieut. Harold Van Buskirk entitled "The Development of Marine Camouflage and Tests Relating Thereto." It contains information concerning camouflage systems developed before World War I, the Submarine Defense Association, and suggested systems of camouflage. Arranged by subject, with a table of contents.

CAMOUFLAGE DESIGNS. 1917-19. 4 ft. 454

Drawings of vessels showing camouflage designs, some in colors and others in black and white. Arranged numerically in two series, one for naval vessels (the numbers on these are preceded by the letter "N"), and one for United States Shipping Board vessels.

WATER COLORS AND CUTOUTS. 1917-19. 3 in. 455

Paintings illustrating camouflaged vessels and the use of perspective, and cardboard cutouts in the shape of ships painted with camouflage. Unarranged.

BRITISH CAMOUFLAGE DESIGNS. 1917-19. 6 in. 456

Drawings of vessels showing British types of camouflage designs. Arranged numerically.

MISCELLANEOUS PRINTS AND DRAWINGS. 1917-19. 3 in. 457

Pilot charts of the North Atlantic Ocean prepared by the Hydrographic Office, ozalid prints, and plans of vessels unrelated to camouflage. Unarranged.

RECORD RELATING TO PLANS AND PHOTOGRAPHS OF VESSELS. 1918. 1/2 in. 458

Shows name of vessel, its status (whether operated for the Army or Navy or turned over to the Shipping Board, and service to which assigned, detached, or not yet commissioned), plans or photographs available, and dates the designs of ship were prepared. Arranged alphabetically by name of vessel.

PHOTOMETER MATERIALS. 1918. 2 ft. 459

Calibrations, drawings, diagrams, and posters relating to the measurement of luminous intensity. Unarranged.

LOGS OF SKY BRIGHTNESS AND COLOR. Nov. 1918-Apr. 1919. 1 vol. 1 in. 460

Logs kept by observers for several voyages showing time of observations (entries were made every 5 or 10 minutes), humidity, barometer reading, force and direction of wind, condition of sky, photometer (weather coefficient and brightness of target) and colorimeter readings, remarks, conclusions, and name of observer. Arranged chronologically.



BILLS AND ORDERS FOR SUPPLIES. 1918-19. 1/4 in. 461

Bills for artists' supplies and for other supplies, and orders for prints of ships. Unarranged.

MISCELLANEOUS RECORDS. 1918. 1/2 in. 462

Personnel lists of the Camouflage Section, memoranda from the War Department regarding camouflaged ships, and a list, dated November 25, 1918, of American merchant vessels sunk since the beginning of the war. Unarranged.

## FIELD RECORDS

CORRESPONDENCE CLASSIFICATION SCHEME FOR THE BATH IRON WORKS, BATH, MAINE, AND THE NEWPORT NEWS SHIPBUILDING AND DRY DOCK CO., NEWPORT NEWS, VA. n.d. 2 in. 463

Cards showing subjects and their classification numbers. The main subjects are indicated by one or two digits, such as 13 for fittings and 71 for reports. Additional numbers are added to indicate more detailed breakdowns under the main subject, such as 1340 for telephones and voice pipes and 711 for progress reports. The numerical order is determined by the first two numbers; correspondence filed under number 131421 precedes correspondence filed under 20. Although no dates or names of shipyards are shown, this classification scheme applies to correspondence of the superintending constructor at the Bath Iron Works, 1901-20 (see entries 466, 470, 475, 477, 481, 493, 494, 498, 502, 504 and 508) and at the Newport News Shipbuilding and Dry Dock Co., 1896-1916 (see entries 763, 765, 770, 777, 781, 784, 788, 792, 796, 801, 806, 810, 815, 818, 824, 826, 829, 832, 834, 836, 839, and 847). It is also the same type of classification scheme as the one used by the superintending constructor at the New York Shipbuilding Co., Camden, N. J., and in two instances by the superintending constructor at the Neafie and Levy Shipyard, Philadelphia, Pa. Only a few of the subject numbers differ in the two schemes.

"KEYS" TO CORRESPONDENCE CLASSIFICATION SCHEME FOR THE BATH IRON WORKS AND THE NEWPORT NEWS SHIPBUILDING AND DRY DOCK CO. n.d. 2 in. 464

Cards relating to the correspondence classification scheme described in entry 463, showing main subjects and numbers assigned to them and thereunder subnumbers and subjects to which they relate. Arranged numerically. There are two sets of cards which generally duplicate each other, except that some numbers appear in one that do not appear in the other.

## Records of the Baltimore District

The Baltimore District, in charge of a superintending constructor, included the steelyards of the Bethlehem Steel Corp., Sparrows Point, Md., the Baltimore Dry Dock and Shipbuilding Co., Baltimore, Md., and the Virginia Shipbuilding Co., Alexandria, Va., and the woodyard of Charles L. Rohde and Sons, Baltimore, Md. All construction and repair work for the Navy Department at these firms was directly under the superintending constructor of the Baltimore District.



GENERAL CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR. 1918-19. 3 ft. 465

Letters, telegrams, and endorsements received and copies of those sent and related papers. Arranged alphabetically by subject. There is also a "Daily Information" file consisting of copies of correspondence sent, arranged chronologically. Most, if not all, of the correspondence in the "Daily Information" file is duplicated in the subject file. The correspondence relates for the most part to the activities of the superintending constructor in his capacity as superintendent of the construction of mine sweepers by the Baltimore Dry Dock and Shipbuilding Co., Baltimore, Md. A few letters, however, pertain to the superintending constructor's responsibilities at the Charles L. Rohde and Sons Co., the Bethlehem Steel Corp., and the Virginia Shipbuilding Co.

Records Relating to the Bath Iron Works, Bath, Maine

GENERAL CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR. 1904-20. 10 ft. 466

Letters, reports, and memoranda received and copies of those sent not relating to a specific vessel. Arranged numerically according to the classification scheme described in entry 463. Copies of letters received from the Bureau, described in entry 467, are included.

LETTERS FROM THE BUREAU TO THE SUPERINTENDING CONSTRUCTOR. Oct. 1901-Dec. 1911. 4 vols. 1 ft. 467

Letters received, including circular letters, containing general information pertaining to the construction of vessels. Arranged chronologically.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR. 1907-10. 3 in. 468

Letters received from and copies of letters sent to the Bureau, naval constructors at other shipbuilding firms and at navy yards, and private individuals. Most of this correspondence is unofficial. There are a few letters from the Chief of the Bureau but apparently no correspondence with the contractor. This correspondence is not duplicated in the correspondence described in entries 466 and 467. Arranged alphabetically by initial letter of correspondent's name and thereunder chronologically.

MISCELLANEOUS RECORDS RELATING TO THE CONSTRUCTION OF VESSELS. 1900-1910. 3 ft. 469

Bills of lading, requisitions for supplies, drafting room notes, and storekeeper's orders, with related correspondence and accompanying diagrams, drawings, and blueprints concerning a number of vessels. Arranged in roughly alphabetical order by name of vessel.

RECORDS OF THE SUPERINTENDING CONSTRUCTOR RELATING TO OFFICE SUPPLIES AND EQUIPMENT. 1901-12. 3 in. 470

Letters and endorsements received and copies of those sent, some copies of expenditure invoices for items delivered, and a few copies of open-purchase requisitions. The correspondence is classified as No. 752, in accordance with the classification scheme described in entry 463, and thereunder arranged numerically by serial number.



RECORDS OF THE SUPERINTENDING CONSTRUCTOR RELATING TO THE HYDE WINDLASS CO., BATH, MAINE. 1917-19. 3 in. 471

Copies of requisitions for windlasses and steering gear built by the Hyde Windlass Co. as subcontractors for vessels under construction at the Bath Iron Works and shipbuilding firms at other locations, orders for material to be shipped to the Hyde Windlass Co., correspondence received and copies of that sent relating to requisitions and payments to the Hyde Windlass Co., and copies of correspondence furnished the U. S. attorney at Boston, Mass., concerning prosecution of the Union Steel Casting Co., Boston, for the furnishing of a defective rudder-frame casting and for delays in the delivery of castings to the Hyde Windlass Co. The superintending constructor at the Bath Iron Works was charged with supervisory and inspection responsibility over windlasses and steering gear produced for all shipbuilding firms by the Hyde Windlass Co. Arranged alphabetically by subject.

ORDERS FOR MATERIALS BY THE SUPERINTENDING CONSTRUCTOR. 1918-19. 2 in. 472

Copies of orders for material to be shipped to the Bath Iron Works. The names of the vessels for which the material was ordered are not shown. Arranged in roughly chronological order.

CIRCULAR LETTERS. 1918-20. 3 in. 473

Circular letters issued by the Bureau of Construction and Repair containing information on the construction of vessels, such as ventilation systems for submarines and the use of special paint for the engine and motor room; information on organization and policy, such as the geographical boundaries of Construction and Repair inspection districts and the conservation of tin; and information on office or administrative procedures, such as work in excess of 60 hours a week on naval contracts and the preparation of requisitions. Arranged chronologically.

INVOICES OF STORES DELIVERED. 1918-20. 6 in. 474

Copies of expenditure invoices of stores delivered for vessels under construction and a few bills of lading. In some instances the names of the vessels for which the material was intended are given. Arranged, in two series, in roughly chronological order.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE ALLEN AND THE DAVIS (TORPEDO BOAT DESTROYERS NOS. 65 AND 66, RESPECTIVELY). 1914. 2 ft. 475

Letters, reports, and memoranda received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

LETTERS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE CASSIN AND THE CUMMINGS. Sept. 1911-Feb. 1912. 1 vol. 1/2 in. 476

Letters received from the Bureau, with the exception of two or three letters from other sources. Arranged chronologically.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING PAYMENTS FOR THE CASSIN AND THE CUMMINGS. 1911-14. 3 in. 477

Correspondence received and copies of correspondence sent, including



signed copies of applications for payments and statements by the superintending constructor and the inspector of machinery certifying that the contractor was entitled to payments. The correspondence is classified as No. 721 in accordance with the classification scheme described in entry 463; it is arranged thereunder numerically by serial numbers 0-20. The zero denotes general correspondence pertaining to payments and the numbers 1-20 denote the number of the payment.

LETTERS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE CHESTER (SCOUT CRUISER NO. 1). May 1905-Apr. 1909. 2 vols. 8 in. 478  
Letters received from the Bureau. Arranged chronologically.

LETTERS RECEIVED BY THE BOARD ON CHANGES FOR THE CHESTER. 1906-8. 479  
1 vol. 2 in.  
Letters from the Bureau addressed to the senior member of the board referring changes for the board's consideration, and letters from the Bureau approving the board's reports on the changes. Arranged chronologically.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR REGARDING THE CLEVELAND. 480  
1902-3. 3 in.  
Copies of letters sent to the contractor. Arranged alphabetically by subject and thereunder chronologically.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE CHARLES W. FLUSSER AND THE SAMUEL C. REID (DESTROYERS NOS. 20 AND 21, RESPECTIVELY). 1907-11. 1 ft. 481  
Letters, reports, and memoranda received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE CHARLES W. FLUSSER AND THE SAMUEL C. REID. 1907-10. 3 in. 482  
Copies of letters sent to the contractor. A few letters sent to the Chief of the Bureau are included. This correspondence is duplicated in the correspondence described in entry 481. Arranged alphabetically by initial letter of subject.

LETTERS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE CHARLES W. FLUSSER AND THE SAMUEL C. REID. Aug. 1907-Sept. 1911. 483  
4 vols. 10 in.  
Letters received from the Bureau. Copies of these letters are included in the correspondence described in entry 481. Arranged chronologically.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE GEORGIA (SHEATHED BATTLESHIP NO. 15). 1902-7. 1 ft. 484  
Copies of letters sent to the contractor. Arranged chronologically and thereunder alphabetically by initial letter of subject.

LETTERS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE GEORGIA. Feb. 1907-Dec. 1908. 1 vol. 1 in. 485  
Letters received from the Bureau. Arranged chronologically.



RECORD OF CHANGES ON GUNBOATS NOS. 5 AND 6. 1890-93. 1 vol. 1/2 in. 486

This volume shows date of contractor's letter regarding change, nature of change, respective estimates as to increase or decrease in cost made by the contractor and the superintending constructor, date of submission by the superintending constructor to the Bureau, date of Bureau's approval of change and reference to the board for determination of increase or decrease in cost, date of board's report, date of report's approval by the Bureau, and amount of increase or decrease determined by the board. Arranged chronologically. There is a subject index arranged alphabetically by initial letter of subject.

SPECIFICATIONS OF WEIGHTS FOR GUNBOAT NO. 12. Apr. 1896. 1 vol. 1/4 in. 487

A copy of the standard specifications of weights furnished the superintending constructor at the Bath Iron Works in the construction of this vessel. Arranged by subject.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE JENKINS AND THE JOUETT (TORPEDO BOATS NOS. 41 AND 42, RESPECTIVELY). 1910-12. 3 in. 488

Copies of letters and enclosures sent to the contractor. Arranged alphabetically by initial letter of subject and thereunder chronologically.

LETTERS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE JENKINS AND THE JOUETT. Nov. 1910-Feb. 1912. 3 vols. 4 in. 489

Letters received from the Bureau, except for a few letters in volume 3 which are from the senior member of the board on changes. Arranged chronologically, except that some of the letters in volume 3 are out of order.

DRAFTING ROOM NOTES OF THE SUPERINTENDING CONSTRUCTOR. 1911-12. 3 in. 490

Penciled notations relating to plans. They give title of plan and thereunder comments and instructions regarding it, and calculations relating to proposed changes in weights. Many of these notations do not show the names of the vessels, but occasionally the Jenkins and the Jouett are mentioned. Arranged in part chronologically.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE KATAHDIN. Feb. 1891-Oct. 1895. 2 vols. 2 in. 491

Press copies of letters and a few endorsements sent. Arranged chronologically.

LETTERS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE LAKE SUBMARINE TORPEDO BOAT. June-Dec. 1908. 1 vol. 1/4 in. 492

Letters received from the Bureau relating to the construction of the hull of a submarine boat which originally was intended to be built at the Bath Iron Works in accordance with an agreement, dated February 4, 1908, between the Lake Torpedo Boat Co. and the United States. This work was



transferred to the Newport News Shipbuilding and Dry Dock Co., Newport News, Va., before construction got under way. This correspondence relates to preliminary arrangements and plans made before the actual construction. Arranged chronologically.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MANLEY  
(TORPEDO BOAT DESTROYER NO. 74). 1916-19. 2 ft. 493

Letters, reports, and memoranda received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MCDUGAL  
(DESTROYER NO. 54). 1912-15. 1 ft. 494

Letters, reports, and memoranda received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

SUPERINTENDING CONSTRUCTOR'S SCHEDULES OF MATERIAL FOR THE MCDUGAL.  
1912-13. 3 in. 495

Relate chiefly to steel rivets, steel plates, and steel bars for the hull of the McDougal. These schedules show date; kind of material; specifications, such as diameter, length, style, and weight; and remarks. Arranged chronologically.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE NEVADA  
(MONITOR NO. 8). 1902-3. 3 in. 496

Copies of letters and enclosures sent to the contractor. Arranged alphabetically by initial letter of subject and thereunder chronologically.

LETTERS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE  
PAULDING AND THE DRAYTON (TORPEDO BOATS NOS. 22 AND 23, RESPECTIVELY). Sept. 1908-Jan. 1912. 4 vols. 7 in. 497  
Letters received from the Bureau. Arranged chronologically.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE PRUITT,  
THE PREBLE, AND THE SICARD (TORPEDO BOAT DESTROYERS NOS. 345, 346, AND 347, RESPECTIVELY). 1918-20. 3 ft. 498

Letters, reports, and memoranda received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

RECORDS OF THE SUPERINTENDING CONSTRUCTOR CONCERNING MATERIAL FOR THE  
PRUITT, THE PREBLE, AND THE SICARD. 1918-20. 3 in. 499

Signed copies of bills of lading for items shipped by the superintending constructor and of receipts for material received by the contractor, and copies of orders for material to be shipped to the contractor. Arranged by type of record and thereunder chronologically.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR RELATING TO TORPEDO  
BOATS. 1897-1902. 7 ft. 500  
Letters, telegrams, and endorsements received and copies of those sent.



Arranged according to an alphabetical-numerical classification scheme to which abbreviations of the names of the vessels are added. About the last foot of correspondence consists of unarranged documents, most of which were withdrawn from the files and not returned but a few of which are unclassified.

INDEX TO CORRESPONDENCE CONCERNING TORPEDO BOATS. 1897-1902. 5 in.

A card index to the correspondence described in entry 500 showing 501 subject, file number, and abbreviation for name of vessel. Arranged alphabetically by subject.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE WICKES, THE PHILIP, THE WOOLSEY, AND THE EVANS (TORPEDO BOATS NOS. 75, 76, 77, AND 78, RESPECTIVELY). 1916-19. 4 ft. 502

Letters, reports, and memoranda received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

RECORDS OF THE SUPERINTENDING CONSTRUCTOR CONCERNING MATERIAL FOR TORPEDO BOATS NOS. 75-78. 1918-19. 3 in. 503

Copies of receipts for material received by the contractor and of orders for material to be shipped to the contractor. Arranged by type of record and thereunder in roughly chronological order.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE BUCHANAN, THE AARON WARD, THE HALE, AND THE CROWNINSHIELD (TORPEDO BOAT DESTROYERS NOS. 131, 132, 133, AND 134, RESPECTIVELY). 1917-20. 3 ft. 504

Letters, reports, and memoranda received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

RECORDS OF THE SUPERINTENDING CONSTRUCTOR CONCERNING MATERIAL FOR TORPEDO BOAT DESTROYERS NOS. 131-134. 1918-20. 3 in. 505

Originals or copies of receipts for material received by and ordered for the contractor, and reports of material shipped. Arranged by type of record and thereunder in roughly chronological order.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE TRIPPE (TORPEDO BOAT NO. 33). 1909-11. 3 in. 506

Copies of letters sent to the contractor. Arranged alphabetically by initial letter of subject and thereunder chronologically.

LETTERS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE TRIPPE. June 1909-Dec. 1911. 2 vols. 3 in. 507

Letters received from the Bureau, with the exception of a few letters for the period March 1910-February 1911 which were received from the senior member of the board on changes. Arranged chronologically except for the letters from the board member, which are interfiled, in no apparent order, with the other letters for the period April-July 1911.



CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING SUBMARINE CHASERS NOS. 407 AND 408. 1918-19. 1 ft. 508

Letters, reports, and memoranda received and copies of those sent by the superintending constructor at the Bath Iron Works, who was responsible for supervising the construction of these submarine chasers. They relate to the construction of these submarine chasers by the Camden Anchor-Rockland Machine Co., Camden, Maine. Arranged numerically according to the classification scheme described in entry 463.

MISCELLANEOUS RECORDS OF THE SUPERINTENDING CONSTRUCTOR CONCERNING SUBMARINE CHASERS NOS. 407 AND 408. 1918-19. 2 in. 509

Consist of numbered submarine chaser bulletins issued by the Bureau of Construction and Repair. They contain instructions concerning the construction of submarine chasers, copies of orders for materials, and reports of materials shipped to the Camden Anchor-Rockland Machine Co., contractors for the vessels. Arranged by type of material and thereunder in roughly chronological order.

LETTERS RECEIVED BY THE BOARD ON CHANGES. 1908-11. 1 vol. 4 in. 510

Letters from the Bureau of Construction and Repair addressed to the senior member of the board, referring changes on the Paulding, the Drayton, the Reid, the Flusser, and the Trippe for the board's consideration, and letters from the Bureau approving the board's reports. Arranged chronologically except that several letters, not in chronological order, are in the front of the volume.

TRIAL REPORTS OF VESSELS. 1918-20. 9 in. 511

Copies of reports of preliminary and final trials by a Board of Inspection and Survey for the Buchanan, the Crowninshield, the Evans, the Hale, the Philip, the Preble, the Aaron Ward, the Wickes, and the Woolsey. Included as a part of the reports are copies of instructions received by the board, information concerning membership of the board, and data concerning the machinery and hulls of the vessels. Arranged by name of vessel.

Records Relating to the City Point Iron Works, South Boston, Mass.

RECORD OF EXPENDITURES OF LABOR AND MATERIALS. 1889-94. 2 vols. 2 in. 512

A daily record of labor employed on vessels showing classes of labor employed, number employed in each class, and cost; and a daily record of expenditures for materials showing kinds of materials and cost. Arranged chronologically, with an index to materials in the front of the volume.

RECORD OF REQUISITIONS FOR OFFICE SUPPLIES. 1890-93. 1 vol. 1/4 in. 513

This volume contains lists of miscellaneous supplies, including paper, pens, envelopes, and drafting material and instruments, requisitioned for the office force and draftsmen at the City Point Works while they were engaged in the construction of vessels. It shows date and number of requisition and kind, quantity, and cost of supplies. Arranged chronologically.



LABOR REPORTS. 1891-92. 1 vol. 1/4 in.

514

Weekly reports of labor expended in the construction of various vessels showing work done, type of labor employed, time consumed, rate of pay, and total cost. Arranged chronologically.

LETTERS SENT TO THE BUREAU BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MARBLEHEAD (CRUISER NO. 11). Jan. 1890-July 1894. 3 vols. 6 in.

515

Press and carbon copies of letters and a few endorsements sent by the superintending constructor at the City Point Iron Works until June 1893; at the Quintard Iron Works, New York, N. Y., until January 1894; and at the New York Navy Yard after that date. The contract for the cruiser, dated November 11, 1889, was with Mr. Harrison Loring, City Point Iron Works; but on October 16, 1891, he made an assignment of all his property to Messrs. George W. Quintard, Charles H. Allen, and Harrison Loring, Jr., authorizing them to complete all work in progress under contracts entered into between him and the United States. Construction of the vessel continued at the City Point Iron Works until June 1893 when the Marblehead was moved to the Quintard Iron Works. In January 1894 the vessel was delivered to the New York Navy Yard. Included in these volumes are copies of letters sent by the board on changes (the superintending constructor being the senior member), some requisitions, and weekly reports of correspondence received. The first two volumes contain press copies for the period January 1890-January 1894; the correspondence dated after June 1893 is restricted to requisitions and reports on correspondence received. The third volume, covering the period June 1893-July 1894, contains carbon copies of letters sent. Arranged chronologically, with a subject index in each volume.

LETTERS SENT TO THE CONTRACTOR BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MARBLEHEAD. Jan. 1890-Jan. 1894. 2 vols. 2 in.

516

Press and carbon copies of letters sent. Included in the first volume are some letters sent by the superintending constructor in his capacity as senior member of the board on changes. Arranged chronologically, with a subject index in each volume.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MARBLEHEAD. Jan. 1890-Feb. 1894. 2 vols. 2 in.

517

Press and carbon copies of letters sent to the Secretary of the Navy, the commandant of the Boston Navy Yard, commercial firms, other superintending constructors, and other correspondents relating to applications for and appointments to positions, office supplies and drafting instruments, payrolls, and other matters of a routine nature. Included in the volumes are some orders issued by the superintending constructor to his staff concerning office routine and procedure. Arranged chronologically. There is a name and subject index in the first volume.

LETTERS FROM THE BUREAU TO THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MARBLEHEAD. Jan. 1890-July 1894. 7 vols. 2 ft.

518

Letters, telegrams, and a few endorsements received. Arranged for the most part chronologically. There is a subject index (with a few names included) in each volume.



LETTERS FROM THE CONTRACTORS TO THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MARBLEHEAD. Jan. 1890-July 1894. 4 vols. 10 in. 519

Letters received from Harrison Loring until October 1891 and thereafter from one or more of his assignees (see entry 515 for an explanation of the change in contractor and location of vessel). In some instances a copy of the letter has been substituted for the original. In a few cases enclosures to the letters are included in the volumes. Arranged chronologically, with a subject index in each volume.

LETTERS FROM THE INSPECTOR OF MACHINERY TO THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MARBLEHEAD. Aug. 1890-Aug. 1892. 1 vol. 1/4 in. 520

Letters received from the inspector of machinery at the Quintard Iron Works, New York, N. Y., relating to the certification of labor and material reports for payments under the contract and to changes in plans and specifications. Arranged chronologically, with a subject index.

MISCELLANEOUS CORRESPONDENCE RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MARBLEHEAD. Mar. 1892-Jan. 1894. 2 vols. 2 in. 521

Letters, endorsements, and telegrams received from commercial firms, bureaus of the Navy Department (generally exclusive of the Bureau of Construction and Repair), the general inspector of the Marblehead, members of the superintending constructor's staff, and others. Included in the volume are a few Navy regulation circulars respecting personnel and pay, and some information copies of correspondence between the Bureau of Construction and Repair and other bureaus of the Navy Department respecting equipment and materials for the Marblehead. Arranged in roughly chronological order.

LIST OF PLANS RECEIVED FOR THE MARBLEHEAD. July 1890-Aug. 1892. 1 vol. 1 in. 522

A list of plans received from various contractors showing date received and title of plan, with remarks concerning approval or disapproval by the superintending constructor and by the Bureau of Construction and Repair, and modifications of plans. Arranged chronologically, with an index to plans in the front of the volume.

RECORD OF PAYMENTS TO CONTRACTORS FOR THE MARBLEHEAD. 1890-92. 1 vol. 1/2 in. 523

A record of expenditures and applications for payment for work, labor, and materials used in the construction of the Marblehead, showing kind, quantity, and cost of materials used, type and amount of labor employed, and dates of application and payment. Arranged chronologically.

APPLICATIONS FOR ADDITIONAL COMPENSATION AND EXTENSION OF TIME FOR COMPLETION OF THE CONTRACT FOR THE MARBLEHEAD. Sept.-Oct. 1893. 3 vols. 2 in. 524

Signed copies of the applications of the contractor for additional compensation and extension of time for completion of the contract because of changes ordered. There are two applications (with duplicate copies of one); one claim was based on changes and alterations in the quarters of the cruiser and the other was based on changes in gun-sponsons. Both



applications are followed by correspondence relating to the changes, some of which is dated as early as 1890; and one application also includes copies of several plans. There are subject indexes in the volumes.

Records Relating to the Columbian Iron Works  
and Dry Dock Co., Baltimore, Md.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR. 1898-1903. 5 ft.

525

Letters, reports, and memoranda received and copies of those sent. Arranged according to an alphabetical-numerical classification scheme in which the letter or letters indicate the initial letter or abbreviation of a broad subject classification, the first set of numbers indicates a more detailed breakdown of the subject, and the second set of numbers indicates the number of documents classified under that subject. For press copies of most of the letters sent in this correspondence, see entry 528.

REGISTER OF CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR. 1898-1903.

1 vol. 1/2 in.

526

A register of the correspondence described in entry 525 showing name of writer or addressee, writer's file number, date of letter, an abstract of letter's contents, and superintending constructor's file number. Arranged alphabetically by initial letter of subject of correspondence.

RECORD OF LETTERS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR. May 1901-

Oct. 1902. 1 vol. 1/2 in.

527

Shows date the letter was received, from whom received, writer's file number, date of letter, and an abstract of contents of letter. This volume relates to the correspondence described in entry 525. Arranged chronologically.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR. Dec. 1897-Dec. 1902.

2 vols. 2 in.

528

Press copies of letters sent to the Secretary of the Navy, the Bureau of Construction and Repair, the commandants of the navy yards at Washington, D. C., and New York, N. Y., and other correspondents (except the contractor) relating to the construction of vessels by the Columbian Iron Works and Dry Dock Co. The correspondence in the first volume pertains to a submarine boat, the Plunger, and to various torpedo boats, including the Tingey; the correspondence in volume 2 pertains primarily to the Tingey. Arranged chronologically. Many of the letters in the first part of volume 1 are illegible. There is an incomplete index in volume 1. For letters sent to the contractor pertaining to the Tingey, see entry 537.

MISCELLANEOUS CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR. 1894-

1902. 6 in.

529

Letters received and copies of letters sent. This correspondence, some of which is of a semiofficial nature, relates to a variety of subjects such as personnel matters, the progress of construction, and the supply of materials. Most of the correspondence is dated in 1901 and 1902. Unarranged.



REPORTS BY THE SUPERINTENDING CONSTRUCTOR CONCERNING CORRESPONDENCE RECEIVED FROM THE BUREAU. May 1901-May 1902. 2 in. 530

Copies of weekly reports sent to the Bureau of Construction and Repair giving date of receipt, Bureau's file number, kind of communication, and subject. Arranged chronologically.

EFFICIENCY REPORTS FOR EMPLOYEES OF THE OFFICE OF THE SUPERINTENDING CONSTRUCTOR. 1896-1903. 1 in. 531

Copies of letters to the Bureau of Construction and Repair transmitting efficiency reports and duplicates of semiannual efficiency reports, and lists containing the names of all employees and their ratings. Arranged chronologically.

RECORDS CONCERNING REQUISITIONS FOR AND SHIPMENT OF MATERIAL. 1898-1903. 6 in. 532

Letters received and copies of letters sent, expenditure invoices, reports of material shipped, and copies of requisitions. Unarranged.

TIME BOOK OF DRAFTSMEN. Apr. 1897-July 1899. 1 vol. 1 in. 533

Shows names of draftsmen, days worked during each month, time of arrivals and departures, and type of work performed. Arranged by name of draftsman and thereunder chronologically. There is an incomplete name index to the volume.

RECORDS RELATING TO THE CONTRACTOR'S CLAIM FOR EXTRA COMPENSATION FOR THE MONTGOMERY AND THE DETROIT (CRUISERS NOS. 9 AND 10, RESPECTIVELY). 1890-95. 2 ft. 534

Correspondence with the Secretary of the Navy, the Bureau of Construction and Repair, other Navy Department bureaus, and the contractor regarding construction of these vessels and changes made in designs and specifications; correct copies of original statements rendered by the contractor for additional compensation on account of changes and bills covering the changes presented to the respective boards on changes; a report and proceedings of the special board on changes for these vessels, which met at the Norfolk Navy Yard in 1894; a decision of the Secretary of the Navy regarding the contractor's claim, with related endorsements by the Judge Advocate General and the Bureau of Construction and Repair; memoranda regarding uncompleted and defective work; reports of trial trips of the vessels; and a little correspondence with the Attorney General, dated in 1905, regarding a receivership for the Columbian Iron Works and Dry Dock Co. Arranged in part by type of material, the correspondence being scattered in several parts of the records.

LETTERS SENT BY THE BOARD ON CHANGES FOR THE PETREL. Apr. 1888-June 1889. 1 vol. 1/2 in. 535

Press copies of letters sent to the Bureau. Arranged numerically, with a subject index.

RECORD OF CHANGES ON THE PETREL. 1887-89. 1 vol. 1/2 in. 536

Shows date of submission of change and number of superintending constructor's letter regarding change, Bureau's change number (a note states that Bureau numbers were not instituted until May 23, 1888), nature of



change, estimate of the board on changes as to increase or decrease in cost involved by change, date of reference of change to the board by the Bureau, date of the Bureau's letter authorizing change, date and number of the board's report, date of approval of the board's report by the Bureau, and action of the Navy Department. Arranged chronologically.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE TINGEY.

Dec. 1898-Nov. 1902. 1 vol. 1 in.

537

Press copies of letters sent to the contractor. Arranged chronologically. There is no correspondence for the period January-May 1901 when construction on the vessel was apparently suspended. For other letters sent, see entry 528.

PROGRESS REPORTS FOR THE TINGEY. Mar. 1901-Nov. 1903. 3 in. 538

Copies of monthly reports from the superintending constructor to the Bureau on the progress of vessel's construction. Arranged chronologically.

RECORD OF CHANGES ON THE TINGEY. 1898-1902. 1 vol. 1 in. 539

Shows number and nature of change, date of contractor's letter submitting change, date and number of superintending constructor's letter submitting change to the Bureau, date and number of Bureau's letter of approval of change, date and number of Bureau's letter referring change to the board on changes, date of board's report, respective estimates of the contractor and the superintending constructor as to increase or decrease in cost involved and amount determined by the board, and date and number of Bureau's letter of approval of board's report. Arranged chronologically, with a list of the nature of some of the changes in the front of the volume.

RECORDS OF THE SUPERINTENDING CONSTRUCTOR RELATING TO LABOR AND MATERIAL FOR THE TINGEY. 1898-1903. 9 in. 540

Monthly reports showing number and kinds of employees, hours of work, rates of pay, and total amount of salaries; reports of amounts of materials worked into the hull of the vessel; orders for materials and a few letters sent concerning materials needed; and related papers. Unarranged.

RECORDS OF THE SUPERINTENDING CONSTRUCTOR CONCERNING PAYMENTS FOR THE TINGEY. Mar. 1899-Oct. 1903. 1 in. 541

Copies of applications for payments by the contractor, copies of reports of the superintending constructor to the Bureau of Construction and Repair on the estimated amount the contractor had earned to date, copies of the joint statement of the superintending constructor and the inspector of machinery certifying that the contractor was entitled to payments, and related records for the 1st through the 10th payment. Arranged chronologically by date of payment.

TIME REPORTS OF EMPLOYEES ON THE TINGEY. May 1901-Nov. 1903. 2 in.

542

Copies of bimonthly reports forwarded to the commandant of the navy yard at Washington, D. C., showing names of employees and their ratings, days worked, rates of pay, and salaries due them. Arranged chronologically.



MISCELLANEOUS RECORDS OF THE SUPERINTENDING CONSTRUCTOR RELATING TO THE  
TINGEY. 1898-1904. 6 in. 543

Consist of a copy of the contract for the construction of the Tingey, copies of proceedings of the board on changes, a few copies of labor and material reports, and letters received relating to various subjects such as personnel, extension of contract time, and changes in construction. Unarranged.

RECORD OF PLANS. 1895-1900. 1 vol. 1 in. 544

A record of reference plans, contractor's plans, Navy Department plans, and finished plans for the Tingey, the McKee, the Ericcson, and the Plunger showing, for reference plans, subject and plan number, date received and from whom received, date forwarded and to whom forwarded, and file references to correspondence; for contractor's plans, subject and plan number, date forwarded to the Bureau, date approved, and file references to correspondence; for Navy Department plans, subject, plan number, date received, and file reference to correspondence; and for finished plans, subject, plan number, initials of person making plan, date forwarded to the Bureau, and file number of letter. Arranged by name of vessel and thereunder by type of plan.

Records Relating to William Cramp and Sons  
Shipbuilding Co., Philadelphia, Pa.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR. July 1893-Aug. 1901;  
June 1902-Aug. 1903. 10 vols. 1 ft. 545

Press copies of letters and endorsements relating to the construction and outfitting of various vessels constructed under contracts with this company. The correspondence is divided into two series. The first series of eight volumes consists of formal correspondence covering the following periods: July 1893-January 1895; March 1896-August 1901; and June 1902-August 1903. The second series of two volumes consists of more informal correspondence and covers the period February 1895-April 1899. Both series are arranged chronologically. There are indexes at the beginning of each volume; these are primarily subject indexes but they include some names.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR RELATING TO THE CONVERSION  
OF COMMERCIAL VESSELS TO VESSELS OF WAR. Apr.-Nov. 1898. 1 vol.  
1 in. 546

Press copies of letters, endorsements, and telegrams sent relating to the conversion of certain commercial vessels to war vessels by the William Cramp and Sons Shipbuilding Co. Arranged by name of vessel and thereunder chronologically. There is an index to names of vessels and thereunder to subjects.

LETTERS FROM THE BUREAU TO THE SUPERINTENDING CONSTRUCTOR. 1888-1901.  
2 ft. 547

Letters received containing general information on personnel, the construction of vessels, and other matters not relating to a specific vessel. Arranged in groups of varying chronological periods, thereunder alphabetically by initial letter of subject of correspondence, and thereunder chronologically.



LETTERS FROM THE CONTRACTOR TO THE SUPERINTENDING CONSTRUCTOR. 1892-1903. 2 in.

548

Letters received containing general information relating to the construction of vessels by the contractor, such as methods of preparing cost statements for labor and materials, the supply of materials, and other matters not relating to a specific vessel. Arranged alphabetically by initial letter of subject of correspondence and thereunder chronologically.

LETTERS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR. 1889-1901. 1 ft.

549

Letters containing general information relating to the construction of vessels that were received from all sources other than the Bureau and the contractor. Arranged in groups of varying chronological periods, thereunder alphabetically by initial letter of subject of correspondence, and thereunder chronologically.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR. 1918-20. 14 ft. 550

Letters, reports, and memoranda received and copies of those sent relating to the construction of Eagle class patrol boats by the Ford Motor Co., Detroit, Mich.; the extension (and later the disposal of this extension) of the plant; and the construction of 500-ton steel coal barges by the Imperial Shipbuilding Co., Detroit, Mich. Arranged according to a numerical classification scheme.

MISCELLANEOUS CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR. 1918-20. 3 in.

551

Letters, reports, and memoranda received and copies of those sent. This series consists of semiofficial correspondence, interoffice memoranda, Navy Department circular letters concerning personnel regulations, a copy of the final report of weights of materials placed in patrol boats, and other correspondence which for some reason was not classified and placed with that described in entry 550. Arranged according to a numerical classification scheme.

INSTRUCTIONS ISSUED BY THE SUPERINTENDING CONSTRUCTOR. Dec. 1894-Nov. 1899. 1 vol. 1 in.

552

Press copies of memoranda issued to the construction, hull, and engineering departments and to inspectors of machinery, equipment, and ordnance at the William Cramp and Sons Shipbuilding Co., giving instructions relating to the construction and fitting of certain vessels and calling attention to defects and noncompliance with specifications. Arranged by name of vessel and thereunder chronologically. There is an index arranged by name of vessel and thereunder by subject.

CIRCULAR LETTERS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR. 1888-93. 1 in.

553

Most of these letters were issued by and received from the Bureau of Construction and Repair, but there are a few Navy regulation circulars issued by the Secretary of the Navy and circulars issued by the Bureau of Equipment. They contain general information relating to the construction of vessels. Arranged alphabetically by subject.



REPORTS OF LETTERS RECEIVED AND TIME REPORTS OF THE OFFICE OF THE SUPERINTENDING CONSTRUCTOR. Feb. 1892-Dec. 1898. 3 vols. 3 in. 554

Press copies of weekly reports of letters received giving date, file number, and subject; and semimonthly time reports sent to the commandants of the navy yards at League Island, Philadelphia, Pa., and at New York, N. Y., for the employees carried on the rolls of each yard. Arranged chronologically. The first two volumes contain indexes to the two types of reports.

TIME RECORDS OF EMPLOYEES IN THE OFFICE OF THE SUPERINTENDING CONSTRUCTOR. 1894-1902. 3 in. 555

These consist of bimonthly reports showing names of employees and a record of their attendance, and letters received from employees between 1897-1902 concerning their absences from work. Arranged by type of record and thereunder chronologically.

EFFICIENCY REPORTS FOR EMPLOYEES OF THE OFFICE OF THE SUPERINTENDING CONSTRUCTOR. 1896-1902. 2 in. 556

Semiannual efficiency reports for each employee and efficiency lists on which information on the ratings for each period is consolidated by classes of positions. Arranged chronologically.

RECORDS RELATING TO EXAMINATIONS FOR ASSISTANT INSPECTOR IN THE OFFICE OF THE SUPERINTENDING CONSTRUCTOR. 1899-1900. 5 in. 557

Consist of printed copies of examination announcements, one in 1899 and the other in 1900; letters of application for the examinations; and examination papers containing questions and answers. Arranged chronologically by year and thereunder alphabetically by name of applicant.

MISCELLANEOUS RECORDS OF THE SUPERINTENDING CONSTRUCTOR. 1897-1901. 1 in. 558

Include test reports made on materials, informal memoranda from personnel in the office of the superintending constructor, a list of office and drawing room supplies, and working papers (such as estimates of costs of different items). Several of the documents are not dated. Unarranged.

BLUEPRINTS AND PHOTOGRAPHS. 1894-96. 1 vol. 1 in. 559

Scrapbook containing blueprints and diagrams of parts and apparatus of various ships, photographs of furniture, and copies of several letters from the Bureau of Construction and Repair that are pasted or pinned in the volume. The names of the ships to which they relate are shown infrequently. Arranged in roughly chronological order.

REQUISITIONS AND BILLS FOR MATERIALS. 1888-1901. 6 in. 560

Requisitions and bills for drafting, photographic, and office supplies and equipment. For the period 1888-93 the records are arranged alphabetically by initial letter of firm from which the supplies were ordered and thereunder chronologically; for the period 1893-1901 the records are arranged chronologically.

INVOICES AND RECEIPTS FOR MATERIALS. 1892-1905. 4 in. 561

Copies of invoices of stores delivered, and some receipts and bills of lading for materials. Arranged in roughly chronological order.



RECORDS OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE ALABAMA.

1896-1903. 4 ft.

562

Letters and telegrams received by the superintending constructor and reports and working papers (such as statements of labor and material and reports of pneumatic drilling) prepared in his office. Arranged alphabetically by name of office from which the correspondence was received or by subject. There are only a few documents dated in 1902 and 1903. Included with the correspondence received from the Bureau of Supplies and Accounts are some letters dated as early as 1892, some of which do not relate to the Alabama.

THE BOOKS OF EMPLOYEES ON THE ALABAMA AND THE MAINE. 1898. 3 vols.

2 in.

563

Contain daily records showing name of employee, date, name of ship on which employed (most of the employees were on the Alabama), and type of work performed. The dates of only one of the volumes are shown. Arranged by name of employee, with indexes to names of employees in the volumes.

LETTERS AND TELEGRAMS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE AJAX. Apr.-Nov. 1898. 1 in.

564

Pertain to work done on this vessel by the William Cramp and Sons Shipbuilding Co. to convert it to harbor defense use. Arranged chronologically.

RECORDS OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE BALTIMORE.

1887-92. 6 in.

565

Letters and telegrams received and reports and working papers (such as statements of labor and material) prepared in the office of the superintending constructor. Arranged alphabetically by name of office from which the correspondence was received or by subject.

CORRESPONDENCE AND PROCEEDINGS OF THE BOARD ON CHANGES FOR THE BALTIMORE.

1888-90. 1 vol. 2 in.

566

A daily record of the board's proceedings, with copies of letters received and sent relating to the membership, establishment, and work of the board. Arranged chronologically. There is a subject index arranged alphabetically by initial letter of subject.

RECORD OF CHANGES ON THE BALTIMORE. 1887-90. 1 vol. 1 in.

567

Shows date of submission of superintending constructor's letter regarding change, Bureau's change number, nature of change, amount of increase or decrease in cost, date of reference of change by the Bureau to the board, date of Bureau's authorization of change, action taken by the board, date of action, date of approval of board's report by the Bureau, and action taken by the Navy Department, if pertinent. Arranged chronologically.

RECORDS OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE BROOKLYN.

1893-98. 2 ft.

568

Letters and telegrams received and reports and working papers (such as statements of weights of materials placed in the hull and of material



in stock) prepared in the office of the superintending constructor. Arranged alphabetically by name of office from which the correspondence was received or by subject.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE COLORADO.

Jan. 1901-Aug. 1903. 4 vols. 5 in.

569

Press copies of letters and a few endorsements sent for the most part to the Bureau or to the contractor. Arranged chronologically. The first three volumes contain subject indexes. For correspondence concerning the Pennsylvania and the Colorado, see entries 587 and 588.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE COLORADO.

1901-6. 2 ft.

570

Letters, reports, and memoranda received and copies of a few of those sent. Arranged in general alphabetically by name of office from which the correspondence was received or by subject.

RECORDS OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE COLUMBIA.

1890-97. 2 ft.

571

Letters, endorsements, and telegrams received and reports and working papers (such as lists of weights of materials) prepared in the office of the superintending constructor. Arranged alphabetically by name of office from which the correspondence was received or by subject.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE IDAHO.

1904-10. 9 ft.

572

Letters, reports, and memoranda received and copies of those sent. Arranged in part by name of office from which the correspondence was received or to which it was sent or by subject in no apparent order, and in part numerically in accordance with a correspondence classification scheme.

RECORDS OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE INDIANA. 1890-96.

3 ft.

573

Letters, endorsements, and telegrams received and reports and working papers (such as lists of materials and **their** weights which were placed in the hull) prepared in the office of the superintending constructor. Arranged alphabetically by name of office from which the correspondence was received or by subject.

RECORDS OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE IOWA. 1893-

1901. 2 ft.

574

Letters and telegrams received and reports and working papers (such as estimates of the value of labor employed on and material placed in the hull and lists of prices of materials) prepared in the office of the superintending constructor. Arranged alphabetically by name of office from which the correspondence was received or by subject.

RECORDS OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MAINE. 1897-

1903. 2 ft.

575

Copies of invoices and reports of material shipped to the contractor, daily reports of weights of material placed in the hull, reports of paint used or needed, and related working papers. There are a few letters



received that are scattered among the reports of material shipped. Arranged by type of material.

LETTERS RECEIVED BY THE BOARD ON CHANGES FOR THE MAINE, 1899-1903.

1 vol. 4 in.

576

Letters from the Bureau of Construction and Repair to the senior member of the board referring changes for the board's consideration and letters approving the board's reports on the changes so referred. Included are letters establishing and instructing the board, and letters from members reporting to the senior member for duty. Arranged according to the chronology of the letters referring the changes to the board, those approving the board's reports being filed next to the letter referring the change in question rather than according to the date of approval.

RECORD OF PLANS OF THE MAINE. Nov. 1898-Dec. 1902. 1 vol. 1 in. 577

Shows title of plan; contractor's number; constructor's number; by whom prepared (initial only); dates received, returned for correction, resubmitted, forwarded to the Bureau, approved, and returned; and remarks (usually references to pertinent correspondence). Arranged chronologically.

SKETCHES OF THE MAINE THAT WERE APPROVED BY THE SUPERINTENDING CONSTRUCTOR. 1901-2. 2 in. 578

Sketches of engines, rooms, turrets, gear for guns, decks, and other parts and apparatus. Unarranged.

RECORDS OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MASSACHUSETTS. 1890-98. 1 ft. 579

Letters and telegrams received and reports and working papers (such as lists of material placed in the hull) prepared in the office of the superintending constructor. Arranged alphabetically by name of office from which the correspondence was received or by subject.

RECORDS OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MINNEAPOLIS. 1891-95. 1 ft. 580

Letters and telegrams received and reports and working papers (such as reports of weights and amounts of material placed in the hull) prepared in the office of the superintending constructor. Arranged by name of office from which the correspondence was received or by subject but not in alphabetical order.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MISSISSIPPI. 1904-10. 7 ft. 581

Copies of letters and endorsements sent. Arranged numerically in accordance with a correspondence classification scheme (Nos. 114-131500).

RECORDS OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MISSISSIPPI. 1904-10. 6 ft. 582

Letters and telegrams received and reports (such as statements of authorized changes with estimates of the amount of increased or decreased cost) prepared in the office of the superintending constructor. Copies of letters sent regarding the changes usually accompany the statements



of changes. Arranged alphabetically by name of office from which the correspondence was received or by subject.

LETTERS FROM THE BUREAU TO THE SUPERINTENDING CONSTRUCTOR CONCERNING THE NEWARK. 1888-91. 9 in. 583

Letters and telegrams received. Arranged in groups of varying chronological periods, thereunder alphabetically by initial letter of subject of correspondence, and thereunder chronologically.

CORRESPONDENCE AND PROCEEDINGS OF THE BOARD ON CHANGES FOR THE NEWARK. 1888-91. 2 vols. 4 in. 584

A daily record of the board's proceedings, with copies of letters received and sent relating to the membership, establishment, and work of the board. Arranged chronologically. The subject indexes in the volumes are arranged alphabetically by initial letter of subject.

RECORD OF CHANGES ON THE NEWARK. 1888-91. 1 vol. 1 in. 585

Shows date of submission of the superintending constructor's letter regarding the change, Bureau's change number, nature of the change, amount of increase or decrease in cost, date of reference of the change by the Bureau to the board, date of Bureau's authorization of the change, action taken by the board, date of action, date of approval of board's report by the Bureau, and action taken by the Navy Department, if any. Arranged chronologically.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE PENN-SYLVANIA. 1901-9. 4 ft. 586

Letters, reports, and memoranda received and copies of a few of those sent. Arranged by name of office from which the correspondence was received or by subject but not in alphabetical order. Most of the correspondence is dated from 1901 to 1906. For correspondence concerning the Pennsylvania and the Colorado, see entries 587 and 588.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE PENN-SYLVANIA AND THE COLORADO. 1901-7. 8 ft. 587

Copies of letters sent and of a few letters received. Arranged numerically in accordance with a correspondence classification scheme (Nos. 160-131995).

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE PENNSYLVANIA AND THE COLORADO. Jan. 1901-Aug. 1903. 4 vols. 5 in. 588

Press copies of letters and a few endorsements sent. This correspondence pertains primarily to the construction of the Pennsylvania, but it includes some correspondence relating to both vessels which were under construction by the William Cramp and Sons Shipbuilding Co. at the same time. Practically all the correspondence is addressed to the Bureau or to the contractor. Arranged chronologically, with a subject index in each volume. This correspondence is duplicated in the correspondence described in entry 587.

CORRESPONDENCE AND PROCEEDINGS OF THE BOARD ON CHANGES FOR THE PHILADELPHIA. 1888-90. 1 vol. 2 in. 589

This volume contains a daily record of the board's proceedings, with



copies of letters received and sent relating to the membership, establishment, and work of the board. Arranged chronologically. There is a subject index arranged alphabetically by initial letter of subject.

RECORD OF CHANGES ON THE PHILADELPHIA. 1888-90. 1 vol. 1 in. 590

Shows date of submission of superintending constructor's letter regarding the change, Bureau's change number, nature of the change, amount of increase or decrease in cost, date of reference of the change by the Bureau to the board, date of Bureau's authorization of the change, action taken by the board, date of action, date of approval of the board's report by the Bureau, and action taken by the Navy Department, if any. Arranged chronologically.

LETTERS AND TELEGRAMS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE ST. PAUL. 1898. 2 in. 591

This correspondence pertains to the fitting out at the shipyard of the William Cramp and Sons Shipbuilding Co. of the St. Paul, an American Line steamer chartered from the International Navigation Co. as an auxiliary cruiser. Arranged alphabetically by subject and thereunder chronologically.

LETTERS FROM THE BUREAU TO THE SUPERINTENDING CONSTRUCTOR CONCERNING THE SAN FRANCISCO. 1889-90. 1/4 in. 592

Letters enclosing information concerning the construction of the San Francisco by the Union Iron Works, San Francisco, Calif., for the use of the superintending constructor in supervising construction of vessels by the William Cramp and Sons Shipbuilding Co. Arranged alphabetically by subject.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE TENNESSEE. 1903-10. 1 1/4 ft. 593

Letters, reports, and memoranda received and copies of those sent. Part of the correspondence is arranged in roughly alphabetical order by name of office from which it was received or by subject, and the other part is arranged numerically in accordance with a correspondence classification scheme (Nos. 160-131993).

RECORDS OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE VESUVIUS. 1887-93. 1 in. 594

Letters and telegrams received, primarily from the Bureau of Construction and Repair, and statements of the amounts and value of material and labor expended on this vessel, a dynamite gun cruiser. The letters are arranged alphabetically by initial letter of subject of correspondence and thereunder chronologically; the statements are arranged chronologically.

RECORDS OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE YORKTOWN. 1887-90. 2 in. 595

Letters and telegrams received and papers (such as statements of the weights and amounts of material placed in and labor employed on the hull) prepared in the office of the superintending constructor. Arranged by name of office from which the correspondence was received or by subject but not in alphabetical order.



CORRESPONDENCE AND PROCEEDINGS OF THE BOARD ON CHANGES FOR THE YORKTOWN.  
1888-90. 1 vol. 2 in. 596

This volume contains a daily record of the board's proceedings, with copies of letters received and sent relating to the membership, establishment, and work of the board. Arranged chronologically. There is a subject index arranged alphabetically by initial letter of subject.

RECORD OF CHANGES ON THE YORKTOWN. 1887-89. 1 vol. 1 in. 597

Shows date of submission of superintending constructor's letter regarding change, the Bureau's change number, nature of change, amount of increase or decrease in cost, date of reference of change by the Bureau to the board, date of Bureau's authorization of the change, action taken by the board, date of action, date of approval of board's report by the Bureau, and action taken by the Navy Department, if any. Arranged chronologically. A subject index is arranged alphabetically by initial letter of subject.

"DEVELOPMENT OF DETAILED PLANS AND PROPOSED ALTERATIONS." Aug. 1888-Feb. 1891. 1 vol. 1 in. 598

This volume shows names of vessels (the Baltimore, the Philadelphia, the Newark, and the Yorktown), plan number and title of plan, date submitted, initials of person by whom submitted, dates approved or disapproved, by whom approved or disapproved (usually a Navy Department bureau), and remarks. Arranged by name of vessel and thereunder by plan number.

RECORD OF PLANS RECEIVED. 1893-96. 1 vol. 1 in. 599

Lists of plans of the Minneapolis, the New York, the Iowa, the Brooklyn, the Indiana, and the Massachusetts, showing title and number of plan, by whom prepared (usually the Bureau of Construction and Repair but occasionally other bureaus), date received, dates examined and approved and initials of persons examining and approving, date forwarded to the Bureau, date the print was filed, and remarks (usually date or file reference of pertinent correspondence). For a few vessels there are also lists of plans approved "in the office" and lists of duplicate tracings. Arranged by name of vessel.

Records Relating to the Crescent Shipyard, Elizabethport, N. J.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE ANNAPOLIS (GUNBOAT NO. 10). Jan. 1896-Jan. 1898. 1 vol. 2 in. 600

Press copies of letters and endorsements sent. Included in the volume are a few copies of letters received by the superintending constructor from the Crescent Shipyard. The correspondence, dated from November 1896 to January 1898, is bound in the volume. A little correspondence for the period January 1896-July 1897 is filed loose inside the front cover of the volume and is not indexed. Arranged chronologically, with a subject index.

COMMUNICATIONS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE ANNAPOLIS. Dec. 1895-Sept. 1897. 1 vol. 2 in. 601

Letters, endorsements, and telegrams received from the Bureau. Arranged chronologically, with a subject index.



REPORTS AND CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE ANNAPOLIS.

Dec. 1895-Sept. 1897. 1 vol. 2 in. 602

Press copies of reports of the board, together with press copies of the superintending constructor's letters requesting appointment of the board, press copies of letters of the senior member of the board to members requesting the board to assemble, and a press copy of the senior member's letter reporting that all changes had been acted on by the board. Arranged chronologically.

Records Relating to the Delaware River Iron  
Shipbuilding Co., Chester, Pa.

COMMUNICATIONS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE CONCORD AND THE BENNINGTON (GUNBOATS NOS. 3 AND 4, RESPECTIVELY).

Feb.-Nov. 1889. 1 vol. 1 in. 603

Press copies of letters, endorsements, and telegrams sent. Arranged chronologically.

INDEX TO COMMUNICATIONS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE CONCORD AND THE BENNINGTON. Feb.-Nov. 1889. 1 vol. 1/4 in. 604

A subject index to the correspondence described in entry 603. Arranged alphabetically by initial letter of subject.

PROCEEDINGS OF THE BOARD ON CHANGES FOR THE BENNINGTON AND THE CONCORD.

1888-92. 2 vols. 4 in. 605

A daily record of the board's proceedings, including copies of the board's reports, together with copies of pertinent correspondence such as Navy Department or Bureau letters appointing, instructing, or changing membership of the board, referring changes to the board for determination of increased, decreased, or unchanged cost, or announcing action taken on the board's reports; letters of the superintending constructor to the Bureau regarding changes; and letters of the senior member of the board transmitting the board's reports to the Bureau. Arranged by name of vessel (with a separate volume for each vessel) and chronologically within each volume. Each volume has a subject index arranged alphabetically by initial letter of subject.

RECORD OF CHANGES ON THE BENNINGTON AND THE CONCORD. 1888-91. 3 vols. 606

3 in.

Shows date of submission and number of the superintending constructor's letter regarding change, Bureau's change number (a note states that Bureau numbers were not instituted until May 23, 1888), nature of change, estimate of the board on changes as to increase or decrease in cost involved by change, date of reference of change to the board by the Bureau, date of Bureau's letter authorizing change, date and number of board's report, date of approval of board's report by the Bureau, and action of the Navy Department. Arranged by name of vessel and chronologically thereunder. There are two volumes for the Bennington, which are duplicates except that in one volume a few pages at the end are missing.



RECORD OF MATERIALS RECEIVED AND REJECTED FOR THE BENNINGTON AND THE CONCORD. 1888-90. 1 vol. 1/2 in. 607

This volume contains lists of materials received for use in the construction of these vessels showing date received, quantity and cost of material, lists of articles rejected, and lists of payments made to contractors. Arranged chronologically.

RECORD OF ORDERS TO THE PHOENIX IRON WORKS FOR SHIPS NOS. 236-239.

Aug. 1883-Dec. 1884. 2 vols. 2 in. 608

A record of orders for steel angles and beams placed with the Phoenix Iron Works by the Delaware River Iron Shipbuilding Co., showing date of order, articles ordered, order number, register mark, constructor's mark, number of ship, and date of shipment. The first volume, for the period August 1883-May 1884, relates to all four vessels and the second, for the period May-December 1884, to vessels Nos. 237 and 238. Arranged chronologically.

Records Relating to the John H. Dialogue & Son Shipyard, Camden, N. J.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE PRINCETON (GUNBOAT NO. 13). 1895-1900. 4 ft. 609

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged alphabetically by initial letter of subject. There is a register of this correspondence, arranged chronologically, giving file letter, date, name of sender or addressee, and subject or nature of correspondence. Letters received from the Bureau are listed in red ink; all others, whether sent or received, are listed in black ink.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE PRINCETON.

Dec. 1895-Feb. 1900. 3 vols. and 1 register vol. 4 in. 610

Press copies of letters sent, arranged numerically. There are registers at the beginning of each volume, arranged alphabetically by initial letter of subject, giving subject of correspondence and, in volumes 2 and 3, name of person or office to which the letters were sent. There is also a separate register for volumes 1 and 2, arranged alphabetically by initial letter of subject, giving date of correspondence, correspondence file number of the Bureau of Construction and Repair, superintending constructor's file number, volume and page number, and subject of correspondence. These letters are duplicated in the correspondence described in entry 609.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE PRINCETON. 1896-98.

9 in. 611

Letters received and copies of letters sent concerning the appointment, instruction, and convening of the board, proposed changes, and reference to the board of the proposed changes for consideration and report; copies of the board's reports; and letters from the Bureau approving or disapproving the board's reports. Arranged chronologically.

REPORTS AND CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE PRINCETON.

1896-98. 1 vol. 1 in. 612

Reports of the board, together with copies of letters sent by the



board's senior member (the superintending constructor) in connection with business of the board to the Bureau, the contractor, or other board members. There is also a record of communications received by the board, mostly Bureau letters referring changes to the board for consideration or approving the board's reports, which shows date and file number of the letter, **its subject**, and its purport. Arranged chronologically. In the front of the volume is a subject index, arranged alphabetically by initial letter of subject.

PROCEEDINGS OF THE BOARD ON CHANGES AND RECORD OF CHANGES FOR THE  
PRINCETON. 1896-98. 1 vol. 1 in.

613

A daily record of proceedings of the board, arranged chronologically; and a record of changes (two loose sheets inserted in the front of the volume) showing change, number and date of Bureau's order, amount of increase or decrease in cost, or a statement of no change in cost, determined by the board, and number and date of Bureau's approval; arranged chronologically.

REQUISITIONS AND VOUCHERS OF THE SUPERINTENDING CONSTRUCTOR FOR THE  
PRINCETON. 1895-98. 3 in.

614

Copies of open-purchase requisitions showing appropriation covering purchase, purpose of purchase, description of articles, and price; and open-purchase vouchers containing the same information, with an accompanying certificate of inspection of the items and a receipt for them by the superintending constructor. All articles requisitioned were office supplies or drafting materials. Arranged numerically, all papers belonging to the same transaction having the same number.

MEMORANDUM OF WORK BY THE HULL DEPARTMENT, JOHN H. DIALOGUE & SON, ON  
THE PRINCETON. May 30, 1896-May 15, 1897. 2 in.

615

Consists of weekly reports showing number of hours of superintendence and of work by employees, number of superintendents and number of employees, and quantity (in pounds) of materials used. Each report is signed by a representative of the John H. Dialogue & Son Shipyard and apparently was submitted to the superintending constructor. Arranged chronologically.

CONTRACTOR'S ESTIMATES ON COST OF PROPOSED CHANGES ON THE PRINCETON.  
Aug. 1897-Aug. 1898. 1 in.

616

Consist of copies of letters received from the John H. Dialogue & Son Shipyard by the superintending constructor. They contain the contractor's estimates and accompanying copies of letters of the superintending constructor forwarding the estimates, with his recommendations, to the Bureau. Unarranged.

Records Relating to the Fore River Shipyard, Quincy, Mass.

LOG OF THE FORE RIVER SHIPYARD. Apr. 1900-Dec. 1906. 1 vol. 1 in.

617

A record of work done on ships showing name of ship, work done, date work was started, and date it was finished; arranged by name of ship. There are also "Notes of Interest" containing data regarding events



occurring at the shipyard and historical events occurring in the United States. This log appears to have been kept by the office of the superintending constructor.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE DES MOINES (CRUISER NO. 15). 1900-1905. 7 ft. 618

Letters, reports, and memoranda received and copies of those sent. Arranged numerically (Nos. 1-499) according to a classification scheme.

INDEX TO CORRESPONDENCE CONCERNING THE DES MOINES. 1900-1905. 8 in. 619

A card index to the correspondence described in entry 618 showing abstract of correspondence, file number, and occasionally file number and date of Bureau's correspondence. Arranged alphabetically by subject.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE LAWRENCE AND THE MACDONOUGH (TORPEDO BOAT DESTROYERS NOS. 8 AND 9, RESPECTIVELY). 1898-1903. 3 ft. 620

Letters, reports, and memoranda received and copies of those sent. Arranged numerically (Nos. 1-365) according to a classification scheme.

INDEX TO CORRESPONDENCE CONCERNING THE LAWRENCE AND THE MACDONOUGH. 1898-1903. 1/2 in. 621

A card index to the correspondence described in entry 620 showing abstract of correspondence, file number, and occasionally file number and date of Bureau's correspondence. Arranged alphabetically by subject.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE NEW JERSEY AND THE RHODE ISLAND (BATTLESHIPS NOS. 16 AND 17, RESPECTIVELY). 1901-7. 20 ft. 622

Letters, reports, and memoranda received and copies of those sent. Arranged numerically (Nos. 1-528) according to a classification scheme. This same classification scheme was also used for the correspondence described in entries 618 and 620.

RECORDS IN THE CASE OF THE FORE RIVER SHIPBUILDING CO. vs. THE UNITED STATES (COURT OF CLAIMS NOS. 30224 AND 30225). 1900-1921. 2 ft. 623

Originals and copies of documents to substantiate or refute the claims against the Government arising from the contracts for the construction of the New Jersey and the Rhode Island by the Fore River Shipbuilding Co. Included are correspondence, printed copies of petitions and evidence, copies of testimony given, extracts from contracts and specifications, and related material. There are also a few documents pertaining to similar suits filed by the William Cramp and Sons Shipbuilding Co. and by the Newport News Shipbuilding and Dry Dock Co. The suits appear to have been instituted around 1908. Unarranged.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE VERMONT (BATTLESHIP NO. 20). 1903-7. 1 ft. 624

Letters, reports, and memoranda received and copies of those sent. Arranged numerically (Nos. 36-723) according to a classification scheme.



Records Relating to the Gas Engine and Power Co.  
and Charles L. Seabury and Co., Consolidated,  
Morris Heights, N. Y.

LETTERS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR. Sept. 1897-  
Aug. 1901. 1 vol. 1 in. 625

Most of these letters are general letters of information or instruction applicable to the construction of vessels anywhere under contract with the Navy Department, but a few refer specifically to the Stewart, the Bailey, and the Wilkes (Torpedo Boats Nos. 13, 21, and 35, respectively). Arranged in general chronologically. For other correspondence received relating to these three vessels, see entries 627, 631, and 632.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE BAILEY.

Sept. 1897-Dec. 1901. 3 vols. 3 in. 626

Press copies of letters sent. Volume 1, covering the period September 1897-July 1899, does not appear to contain any correspondence sent to the contractor. It includes weekly reports of correspondence received and semimonthly time reports for payrolls, which are not contained in volumes 2 and 3. For later time and correspondence reports and some correspondence, see entry 633. Pages 5-40 for the period July 1899-January 1900 are missing from volume 2. Arranged chronologically. There is a subject index in the first volume.

LETTERS AND TELEGRAMS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE BAILEY. Sept. 1897-Mar. 1902. 1 vol. 2 in. 627

Letters and telegrams received from the Bureau. Arranged chronologically. There is an incomplete subject index. For other letters received, see entry 625.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE DUBUQUE.  
1903-5. 7 ft. 628

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged alphabetically by initial letter of subject. For the register of this correspondence, see entry 630.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE PADUCAH.  
1903-5. 4 ft. 629

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged alphabetically by initial letter of subject. For the register of this correspondence, see entry 630.

REGISTERS OF LETTERS RECEIVED AND SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE PADUCAH AND THE DUBUQUE. June 1903-Oct. 1905. 1 vol. 1/2 in. 630

A register of letters received giving subject of correspondence, office from which it was received, date it was received, superintending constructor's file number, and Bureau's file number; and a register of letters sent giving date of correspondence, subject, file number, and office or firm to which it was sent. Most of the correspondence was received



from or sent to the Bureau of Construction and Repair or to the contractor. Both registers are arranged numerically, entries for the register of letters received being numbered 1001-2348 and entries for the registers of letters sent being numbered 1-999 and 2001-2886. For the correspondence to which these registers refer, see entries 628 and 629.

LETTERS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE

STEWART. Oct. 1898-Dec. 1902. 1 vol. 2 in. 631

Letters received from the Bureau. Arranged chronologically, with an incomplete subject index. For other letters received, see entry 625.

CORRESPONDENCE RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE

WILKES. Oct. 1898-Dec. 1902. 1 vol. 2 in. 632

Letters and a few telegrams and endorsements received from the Bureau. Arranged chronologically, with an incomplete subject index. For other letters received, see entry 625.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE BAILEY,

THE STEWART, AND THE WILKES. Apr. 1900-1902. 1 vol. 1 in. 633

Press copies of letters sent. The correspondence consists of semi-monthly time reports sent to the commandant of the navy yard at League Island, Philadelphia, Pa., for the employees carried on the rolls of that yard; weekly reports of correspondence received, giving date, correspondence file number, and subject; and letters of a general nature pertaining to the construction of the three vessels. Arranged chronologically. For letters sent by the superintending constructor pertaining to the Bailey only, see entry 626.

LETTERS SENT BY THE BOARD ON CHANGES FOR THE BAILEY, THE STEWART, AND

THE WILKES. June 1901-Nov. 1902. 1 vol. 1 in. 634

Press copies of letters and one or two endorsements sent by the senior member of the board, who was stationed at the William Cramp and Sons Shipbuilding Co., Philadelphia, Pa. The correspondence, of a routine nature, refers to the assignment of numbers, dates and places of meetings, and the submission of reports. Included in the volume are some weekly reports of correspondence received giving its date, file number, and subject. Arranged chronologically.

PROCEEDINGS OF THE BOARD ON CHANGES AND RECORD OF CHANGES FOR THE BAILEY,

THE STEWART, AND THE WILKES. 1898-1902. 3 vols. 2 in. 635

A daily record of the board's proceedings, including copies of the board's reports, together with copies of pertinent correspondence such as Navy Department and Bureau letters appointing, instructing, or changing membership of the board; and a record of changes showing change, date of contractor's letter, date of superintending constructor's letter, date of Bureau's letter (or telegram), date of board's report, date of Bureau's approval, respective estimates of the contractor and the superintending constructor as to increase, decrease, or no change in cost involved, and amount of increase or decrease determined by the board. Arranged by name of vessel. There is a separate volume for each vessel containing both the proceedings and the record of changes. The material within the volumes is arranged chronologically.



RECORD OF EXPENDITURES OF LABOR AND MATERIALS. 1898-99. 3 vols. 2 in. 636

These volumes list the kind, quantity, and cost of supplies, materials, and labor used in the construction of the Wilkes, the Bailey, and the Stewart. Arranged by name of vessel and thereunder by kind of material or type of labor.

GENERAL ORGANIZATION OF NAVAL INSPECTION UNDER THE BUREAU OF CONSTRUCTION AND REPAIR AT SHIPYARDS. n.d. 1 vol. 1/2 in. 637

This volume relates to naval inspection at the William Cramp and Sons Shipbuilding Co., Philadelphia, Pa., the New York Shipbuilding Co., Camden, N. J., and the Neafie and Levy Shipyard, Philadelphia, Pa. It contains descriptions of the functions of the various offices and personnel engaged in inspection work, the coordination of work at different shipyards, and reports to be rendered. Arranged by subject, with a table of contents. The volume was received by the Gas Engine and Power Co. in 1904.

Records Relating to the Harlan and Hollingsworth Co., Wilmington, Del.

TIME RECORD OF EMPLOYEES UNDER THE SUPERINTENDING CONSTRUCTOR. 1903-4. 1 vol. 1/2 in. 638

A daily record showing name of employee, date, time of arrival, time of departure, and whether absent on leave. Arranged chronologically.

ESTIMATES RELATING TO THE HOPKINS. n.d. 1 vol. 1 in. 639

This volume shows estimate number and work to be done (such as "Estimate No. 3, Changes in Arrangements of Officers' Quarters"), details of work to be done, and estimated cost. Arranged by estimate number. There is a subject index in the volume.

RECORD OF AMOUNTS EXPENDED FOR LABOR AND MATERIAL AND OF PAYMENTS MADE FOR THE HOPKINS AND THE HULL. 1899-1902. 2 vols. 2 in. 640

These volumes contain material and labor statements showing for various periods the cost of labor and material, total cost of labor and material, amount of payments made, and amounts paid for personnel, supplies, and equipment for these same periods. Arranged by name of vessel (one volume for each vessel). The material within the volumes is arranged by class of employee and supplies.

LETTERS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE STRINGHAM. 1898-1903. 5 ft. 641

Letters, memoranda, and reports received. In a few instances copies of replies are filed with the incoming communications. Arranged alphabetically by initial letter of subject. For other correspondence concerning the Stringham, see entry 648.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE STRINGHAM. 1900-1902. 6 in. 642

Letters received and copies of letters sent concerning membership and meetings of the board and the changes referred to it. Unarranged.



PROCEEDINGS OF THE BOARD ON CHANGES FOR THE STRINGHAM. Mar. 1900.

1 vol. 1/2 in.

643

A daily record of the board's proceedings. Arranged chronologically.

RECORD OF EXPENDITURES FOR LABOR AND MATERIALS FOR THE STRINGHAM. 1897-

1900. 1 vol. 1/2 in.

644

This volume contains weekly summaries of the cost of labor and materials used in the construction of the Stringham and a record of payments made to contractors showing date and amount of payment. It also shows date of receipt, quantity, and cost of lumber, angles, bolts, nails, cooking utensils, paints, pipe, wire, and miscellaneous supplies and fittings. Arranged chronologically and thereunder by name of supplies or fitting. There is an index arranged alphabetically by initial letter of name of material.

RECORDS RELATING TO THE CONSTRUCTION OF THE STRINGHAM. 1897-1901. 10 in.

645

Records of weights placed on board the vessel showing weight of plates, angles, beams, bulkheads, and fittings; and reports of wages expended in construction showing class of laborers, their length of employment, and rates of pay. Arranged in roughly chronological order.

REPORTS OF MATERIAL SHIPPED FOR THE STRINGHAM. 1898-99. 3 in.

646

Reports of material shipped to the Harlan and Hollingsworth Co., showing firm from which shipped, date shipped, name of inspector, kind of material shipped and its heat number, dimensions, location marks, and weight, the number of pieces, and a certification by the inspector that the material had passed all Government tests. Unarranged.

BLUEPRINTS OF MACHINERY OF THE STRINGHAM. n.d. 1 vol. 1/4 in.

647

Blueprints of the oil service, cylinder drains, steampipes, distillers, evaporators, separators, steam valves, and other machinery of this vessel. Unarranged.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE STRINGHAM (TORPEDO BOAT NO. 19), THE HOPKINS, AND THE HULL (TORPEDO BOAT DESTROYERS NOS. 6 AND 7, RESPECTIVELY). 1897-1903. 14 ft.

648

Letters, memoranda, and related material received and copies of letters, reports, and related material sent. Only a few items concern the Stringham. Arranged in general alphabetically by initial letter of subject, but some of the correspondence is in considerable disorder. For registers to this correspondence, see entry 650.

LETTERS AND ENDORSEMENTS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE STRINGHAM, THE HOPKINS, AND THE HULL. Sept. 1897-Jan. 1904. 7 vols. 9 in.

649

Press copies of letters and endorsements sent. Included in the volumes are reports of correspondence received and semimonthly time reports for payrolls. Arranged chronologically. The first four volumes have subject indexes and the fifth volume has an incomplete subject index. For registers to this correspondence, see entry 650. This correspondence is duplicated in the correspondence described in entry 648.



REGISTERS OF CORRESPONDENCE SENT AND RECEIVED BY THE SUPERINTENDING  
CONSTRUCTOR RELATING TO THE STRINGHAM, THE HOPKINS, AND THE HULL.

Sept. 1897-Dec. 1903. 3 vols. 2 in.

650

These registers give date of correspondence, to whom it was sent or from whom it was received, correspondence file number, subject, and, in volumes 2 and 3, names of vessels. Volumes 1 and 2, covering the period September 1897-July 1902, are arranged alphabetically by subject and thereunder chronologically. Volume 3, which covers the period July 1901-December 1903 and duplicates a considerable part of the contents of volume 2, is arranged chronologically. Only a few items of this correspondence pertain to the Stringham. For the correspondence to which these registers refer, see entries 648 and 649.

RECORD OF CHANGES ON THE STRINGHAM, THE HOPKINS, AND THE HULL. 1898-1902. 1 vol. 1 in.

651

Shows number and description of change and frequently a file number; the respective estimates of the contractor and the superintending constructor as to increase, decrease, or no change in cost involved in the change, with the date and file number of letters giving their estimates; number and date of Bureau's letter referring change to the board on changes, amount determined by the board (apparently with decreases in cost indicated by figures in red ink), date of board's report, and, in the record for the Hull, page number of board's report for most of the changes. Arranged by name of vessel and thereunder in part chronologically and in part numerically. The numbers of changes for the Hull and the Hopkins begin with No. 1 and a date in 1898, but those for the Stringham begin with No. 19 and a date in 1900.

RECORD OF PLANS APPROVED AND BLUEPRINTS RECEIVED. 1897-1902. 1 vol. 1/2 in.

652

This volume, which relates to the Stringham, the Hopkins, and the Hull, shows date the plans were approved, date the prints were received, number of prints received, subject of plan, superintending constructor's number, and the Harlan and Hollingsworth Co.'s number. Arranged by name of vessel (the Hopkins and the Hull are together). There is a table of contents.

RECORD OF PLANS OF THE STRINGHAM, THE HOPKINS, AND THE HULL. 1899-1900. 1 vol. 1 in.

653

Shows name of vessel, plan number and title, date the plan was started and date it was finished, name of person checking plan, and date it was checked. Arranged by name of vessel (the Hopkins and Hull are together), thereunder by type of plan (contractor's and reference plans), and thereunder numerically by plan number.

RECORD OF TIME AND WORK ON THE STRINGHAM, THE HOPKINS, AND THE HULL. n.d. 1 vol. 1 in.

654

Shows name of employee, date worked (month and day but no year), and number of hours spent each day in drawing, tracing, sketching, and miscellaneous work. Arranged by name of employee.



Records Relating to the Charles Hillman Ship  
and Engine Co., Philadelphia, Pa.

REGISTER OF LETTERS SENT AND RECEIVED BY THE SUPERINTENDING CONSTRUCTOR.  
1896-99. 1 vol. 1/2 in. 655

Contains a record of four groups of letters: letters received from the Bureau of Construction and Repair, letters sent to the Bureau, letters sent to the contractor, and letters received from the contractor. It gives date of correspondence or date of its receipt, file number, subject, remarks, and, for letters sent, page number of letters-sent books. Arranged by the four groups of letters mentioned above and thereunder chronologically. The correspondence to which this register refers has not been found.

Records Relating to the Leonard Construction Co., Chicago, Ill.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR. 1918-19. 3 ft. 656

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent pertaining to the construction, equipment, and fittings of steel coal barges, and to the personnel and administration of the superintending constructor's office. Arranged alphabetically by initial letter of subject.

LETTERS AND ENDORSEMENTS SENT BY THE SUPERINTENDING CONSTRUCTOR.

Dec. 1918-Apr. 1919. 2 in. 657

Copies of outgoing correspondence. Arranged numerically (700-1199). This correspondence is duplicated in that described in entry 656.

Records Relating to the Maryland Steel Co., Sparrows Point, Md.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE TRUXTUN, THE WHIPPLE, AND THE WORDEN (TORPEDO BOAT DESTROYERS NOS. 14, 15, AND 16, RESPECTIVELY). 1899-1902. 22 ft. 658

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged alphabetically by initial letter of subject and thereunder numerically. The reports of the board on changes for these vessels are placed together, with related correspondence, after the correspondence filed under the letter "B."

INDEX TO COMMUNICATIONS RECEIVED AND SENT BY THE SUPERINTENDING CONSTRUCTOR RELATING TO THE TRUXTUN, THE WHIPPLE, AND THE WORDEN.

Oct. 1898-Oct. 1902. 1 vol. 1/4 in. 659

A subject index to the correspondence described in entry 658 giving subject and file number. Arranged alphabetically by initial letter of subject.

REGISTER OF COMMUNICATIONS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR RELATING TO THE TRUXTUN, THE WHIPPLE, AND THE WORDEN. Oct. 1898-Oct. 1902. 1 vol. 1/2 in. 660

This register shows date the correspondence was received, subject, writer's file number, name of correspondent, file number of superintending constructor's office, and usually the action taken. Entries relating



to correspondence from the Bureau of Construction and Repair are in red ink. Arranged chronologically by date the correspondence was received. For the correspondence to which this register refers, see entry 658.

LETTERS AND ENDORSEMENTS SENT BY THE SUPERINTENDING CONSTRUCTOR RELATING TO THE TRUXTUN, THE WHIPPLE, AND THE WORDEN. Oct. 1898-Feb. 1902; July-Oct. 1902. 5 vols. 5 in. 661

Press copies of letters and endorsements sent. Included with the correspondence are semimonthly time reports for payrolls. Arranged chronologically. Volume 5, covering the period February-July 1902, is missing. Volume 1 has a subject index. This correspondence is duplicated in the correspondence described in entry 658.

SUPERINTENDING CONSTRUCTOR'S REPORTS OF LABOR ON THE TRUXTUN, THE WHIPPLE, AND THE WORDEN. 1901-3. 3 in. 662

Daily reports showing title of job, classes of labor employed on each job, and number of men employed in each class. Included are a few daily reports of the assistant inspector showing items such as frames, hatches, and floors; classes of labor employed on each; and number of men employed in each class. Arranged in part chronologically.

MISCELLANEOUS RECORDS OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE JASON, THE ORION, AND THE OZARK. 1912-13. 1 in. 663

Letters sent and received and related material pertaining to construction, specifications, changes in design, and trials of these vessels. Most of this material relates to the Jason. Unarranged.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE ULYSSES AND THE ACHILLES. 1914-15. 2 ft. 664

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged numerically by file number. At the end of the series there are a few miscellaneous papers relating to plans and to changes in plans for both vessels, and to the preparations for and a report of the trial of the Ulysses.

Records Relating to Moore and Sons, Elizabethport, N. J.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE BANCROFT. Aug. 1890-July 1893. 2 vols. 3 in. 665

Mainly press copies of letters sent to the Bureau, but including some letters sent to the Secretary of the Navy, the commandant of the Navy Yard at League Island, Philadelphia, Pa., and other correspondents as well as two or three letters sent to contractors. Included are weekly reports to the Bureau of correspondence received and semimonthly time reports for payrolls. Arranged chronologically. There is a subject index in each volume.

LETTERS FROM THE CONTRACTOR TO THE SUPERINTENDING CONSTRUCTOR CONCERNING THE BANCROFT. Aug. 1890-May 1893. 1 vol. 2 in. 666

Letters received. Arranged chronologically.



RECORD OF CHANGES ON THE U. S. PRACTICE VESSEL. 1890-93. 1 vol.

1/2 in.

667

This vessel was a practice vessel for naval cadets and was later named the Bancroft. The volume shows date of submission of change and whether it was submitted by the contractor or the superintending constructor, nature of change, date it was approved by the Bureau, date the contractor was notified of change's approval, date the change was begun, and, in a few cases, date the change was finished. Arranged chronologically.

Records Relating to the Moran Brothers Co., Seattle, Wash.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE NEBRASKA (BATTLESHIP NO. 14). 1901-7. 15 ft.

668

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. From March 1902 to March 1903 the communications received from the Bureau are copies (for the originals of some of these Bureau communications, see entry 670). Arranged according to a subject-numeric classification scheme (1-319), with an index arranged alphabetically by subject.

COMMUNICATIONS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE NEBRASKA. Mar. 1902-Feb. 1908. 25 vols. 2 ft.

669

Press copies of letters, endorsements, and a few telegrams sent. Arranged chronologically. There are subject indexes in volumes 1-18. Volume 13, containing the correspondence for most of February and March 1905, is missing. These communications are duplicated in the correspondence described in entry 668.

LETTERS AND TELEGRAMS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE NEBRASKA. Mar. 1902-Mar. 1903. 3 vols. 6 in.

670

Letters and telegrams received from the Bureau. Arranged chronologically, with a subject index in each volume.

CORRESPONDENCE RELATING TO CHANGES ON THE NEBRASKA. 1901-7. 4 ft.

671

Includes the correspondence of the board on changes as well as that of the superintending constructor relating to changes. The correspondence consists of letters and copies of letters pertaining to the appointment, instruction, convening, and change in membership of the board; letters of the Bureau referring changes to the board; copies of the board's reports; letters of the Bureau approving or disapproving the board's reports; and letters of the Bureau and of the contractors to the superintending constructor and copies of the latter's replies regarding changes on the Nebraska. Arranged according to a subject-numeric classification scheme (901-1322), with an index arranged alphabetically by initial letter of subject.

RECORD OF CHANGES ON THE NEBRASKA. 1901-7. 1 vol. 1/2 in.

672

Shows superintending constructor's file number on each change, nature of change, date and file number of the contractor's and of the superintending constructor's letter on each change, date and number of Bureau's letter referring change to the board on changes, date and number of board's report and date and number of Bureau's letter approving it, the respective



estimates of increase, decrease, or no change in cost made by the superintending constructor and by the contractor and the board's decision (figures in black ink indicate increase and figures in red ink indicate decrease), and date of certification of bill for each change. Arranged chronologically.

CORRESPONDENCE OF THE CLAIMANT OFFERED IN EVIDENCE IN THE CASE OF THE MORAN BROTHERS vs. THE UNITED STATES (COURT OF CLAIMS NO. 30498). 1901-7. 4 ft. 673

This case arose out of disagreements between the Government and the contractors regarding the cost of changes on the Nebraska and the fairness of the determinations of the board on changes, the contractors being the claimant. The series consists of letters concerning changes received by the Moran Brothers from the superintending constructor and the board on changes, and copies of letters concerning changes sent by the contractors to the superintending constructor. Arranged by changes in numerical order of claim number assigned to each change involved and chronologically thereunder.

PAPERS OF THE GOVERNMENT IN THE CASE OF THE MORAN BROTHERS vs. THE UNITED STATES (COURT OF CLAIMS NO. 30498). 1901-14. 4 ft. 674

A stipulation was made in this case involving the Nebraska contract to the effect that the Government would prepare a printed record of all pertinent documents and correspondence in order to facilitate procedure and to minimize the number of papers offered as exhibits in evidence. The records consist of the galley and page proofs of this stipulation and record, letters and copies of letters and other documents from the files of the superintending constructor and other Government offices that were used for preparing the record, and correspondence incidental to the preparation of the record. Arranged as follows: (1) the main body of correspondence documenting the printed record, arranged chronologically; (2) the galley proofs; (3) the page proofs in numerical order; and (4) additional documentary correspondence and correspondence incidental to the preparation of the record, unarranged.

RECORD OF PLANS OF THE NEBRASKA RECEIVED AND APPROVED. 1905-7. 1 vol. 1 in. 675

Shows subject and number of plan, date it was received and for what purpose (generally for revision), notation that the plan was received from the drafting room, date it was approved, number of blueprints requested and date they were received, and Navy Department bureau from which received. Arranged chronologically.

FINISHED PLANS OF THE NEBRASKA. n.d. 1 vol. 1 in. 676

Plans of valves, drainage systems, signals, communications, electric lighting and power, and other apparatus. Arranged by type of plan, with a table of contents in the volume. The Nebraska was under construction at the Moran Brothers Co. from 1901 to 1907.

Records Relating to the Morgan Iron Works, New York, N. Y.

TIME BOOK. Aug. 1885-June 1886. 1 vol. 1 in. 677

Shows name of employee, which days worked during week, total number



of days worked during week, rate of pay per day, and amount paid during week. Arranged chronologically.

PAYROLLS OF EMPLOYEES UNDER THE SUPERINTENDING CONSTRUCTOR. Nov. 1885-June 1886. 1 vol. 2 in. 678

Copies of weekly payrolls showing name of employee, occupation, number of days worked, rate of pay per day, aggregate amount of pay, and amounts due and paid, with weekly recapitulations showing vessels worked on and payroll cost for each. Arranged chronologically.

Records Relating to the Neafie and Levy Shipyard, Philadelphia, Pa.

GENERAL CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR. 1901-6. 3 in. 679

Letters, memoranda, and related papers received and copies of letters and related papers sent concerning construction, changes, equipment and fittings, and similar matters relating to naval vessels. There are also letters from the superintending constructor to the contractors calling the attention of the contractors to the provisions of this correspondence, with specific reference to the St. Louis. Arranged numerically according to a subject-numeric classification scheme in which the subject numbers range from two to five digits but in which the sequence proceeds as if there were a decimal point after the first two digits; and thereunder chronologically.

INDEX TO GENERAL CORRESPONDENCE. 1901-6. 1 ft. 680

A card index to the correspondence described in entry 679 showing subject and file number. Arranged alphabetically by subject.

LETTERS SENT TO THE BUREAU BY THE SUPERINTENDING CONSTRUCTOR. Oct. 1898-Jan. 1904. 2 vols. 2 in. 681

Press copies of letters and a few endorsements relating to various vessels under construction. Most of the letters are of a routine or miscellaneous character, such as letters requesting copies of or acknowledgments of receipts of plans and specifications, letters concerning personnel matters, and letters transmitting weekly reports of correspondence received. Some of the letters, however, contain general information concerning the construction of vessels or information common to several vessels under construction at the company. Included in the volumes are a few reports of the progress of work by the contractor. Arranged chronologically, with a subject index in each volume. The index in the second volume is incomplete. Some of these letters are duplicated in the correspondence described in entry 679.

LETTERS AND ENDORSEMENTS SENT BY THE SUPERINTENDING CONSTRUCTOR.

Oct. 1898-Feb. 1904. 2 vols. 2 in. 682

Press copies of letters and endorsements sent to all correspondents except the Bureau. The correspondence pertains primarily to miscellaneous or routine matters relating to one or more of the vessels under construction by the contractor, such as semimonthly time reports for payrolls and letters concerning personnel matters and office supplies, but included is some correspondence containing general information concerning the



construction of vessels or information common to several vessels under construction at the company. Arranged chronologically, with a subject index in each volume. Some of these letters are duplicated in the correspondence described in entry 679.

MISCELLANEOUS LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR. 1903-7.

4 in.

683

Copies of letters sent, most of which are addressed to other naval constructors at various navy yards or in the Bureau of Construction and Repair. They concern items of equipment, or characteristics or specifications of ships built or being built by Neafie and Levy. Included are some letters giving character references and recommendations for employees, some letters relating to changes in orders of enlisted men, and some letters of a personal nature. The few letters for 1907 include letters received as well as letters sent. Arranged chronologically.

SEMIOFFICIAL LETTERS SENT BY THE OFFICE OF THE SUPERINTENDING CONSTRUCTOR.

Jan. 1902-Jan. 1904. 2 vols. 2 in.

684

Press copies of letters sent by the staff of the superintending constructor chiefly to naval constructors at other shipbuilding firms, at the League Island, Philadelphia, Pa., and the New York Navy Yards, or on duty at the Bureau of Construction and Repair in Washington, D. C. These letters, of a semiofficial nature, contain information exchanged between naval constructors for their mutual assistance in solving problems respecting the construction of vessels under their supervision. Many of the letters are requests for or transmittals of copies of plans, specifications, lists of weights, and information on modifications, adaptations, or substitutions made in the construction of various vessels. One of the volumes covers the period October 1902-March 1903 and contains letters from one staff member only. The other volume covers the period January 1902-January 1904 and contains letters sent by several members of the staff. Both volumes are arranged chronologically, with indexes to names and to a few subjects.

LETTERS RECEIVED FROM THE BUREAU BY THE SUPERINTENDING CONSTRUCTOR.

1900-1905. 5 in.

685

Relate to the appointment, resignation, and promotion of individual employees in the office of the superintending constructor and to general matters and instructions concerning material, equipment, and construction procedures. Arranged in general alphabetically by subject. Some of this correspondence is duplicated in that described in entry 686. For registers in which these letters are included, see entry 687.

LETTERS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR. Jan. 1902-Oct. 1906.

4 vols. 8 in.

686

Letters and a few endorsements and telegrams received from the Bureau. Most of the letters are general letters of information or instruction applicable to any vessel under construction, but a few of them pertain to specific vessels and others pertain to personnel matters, office equipment and supplies, and other routine matters. For registers in which these letters are included, see entry 687. Arranged chronologically.



REGISTERS OF COMMUNICATIONS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR.

Oct. 1898-Oct. 1906. 2 vols. 2 in. 687

Registers of communications received from the Bureau showing date received, Bureau file number, type of communication (letter, telegram, or endorsement), "file index" (letter of alphabet indicating initial letter of subject), and subject of communication. For the correspondence to which these registers refer, see entries 685, 686, 715, and 732. Arranged chronologically.

MISCELLANEOUS LETTERS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR. 1898-1906. 5 in. 688

Most of these letters are from other naval constructors at navy yards or in the Bureau of Construction and Repair in Washington, D. C. They concern items of equipment, or characteristics or specifications of ships built or being built by Neafie and Levy. A few of the letters are of a personal nature. Arranged chronologically from 1903 to 1906, and in roughly chronological order before 1903.

CIRCULAR LETTERS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR. 1894-1906. 1 vol. and unbound papers. 3 in. 689

Instructions and directives issued by the Navy Department and by the Bureau of Construction and Repair. The bound volume is arranged chronologically; the unbound papers are arranged alphabetically by initial letter of subject. There is some duplication of the material in the volume and in the unbound papers.

TIME ACCOUNT OF EMPLOYEES UNDER THE SUPERINTENDING CONSTRUCTOR. 1899-1902. 2 vols. 2 in. 690

These volumes show employee's name, type of employment, amount of leave taken, time absent, amount of overtime, and balance due the office. Arranged by name of employee and thereunder chronologically, with indexes to names of employees in the volumes.

LEAVE RECORDS OF EMPLOYEES IN THE OFFICE OF THE SUPERINTENDING CONSTRUCTOR. 1903-6. 9 in. 691

Individual application cards for leave, with notations of the number of days leave already taken in the current calendar year, and individual cards for each employee for each month showing his leave record for that month. The application cards are arranged by name of employee; the other cards are unarranged.

EFFICIENCY REPORTS OF EMPLOYEES IN THE OFFICE OF THE SUPERINTENDING CONSTRUCTOR. 1905-6. 3 in. 692

Copies of "Semiannual Report of Efficiency" for individuals showing period covered by report; name; position; pay; office of employment; appropriation covering pay; grades as to character, quality, and quantity of work; penalties for infractions of office rules governing punctuality, application to work, and conduct; general average for the 6 months and, on the December reports, the general average for the preceding 6 months and for the year. Included are copies of an "Efficiency List" containing a summary of the above information for employees by classes. Unarranged.



REFERENCE WORKS IN THE OFFICE OF THE SUPERINTENDING CONSTRUCTOR RELATING TO THE TESTING OF EQUIPMENT AND OF COAL. 1895; 1901. 1/2 in. 693

Consist of a printed paperbound publication issued by the Bureau of Equipment in 1895 entitled Reports on the Efficiency of Various Coals Used by U. S. Ships, 1893-95, and two works on ventilation prepared at the New York Navy Yard, in 1901: (1) a booklet of blueprints of drawings and graphs entitled "Results of Ventilation Tests" and (2) a processed report entitled "Report of Certain Hydraulic Tests of Automatic Ventilation Valves . . . ."

MISCELLANEOUS PAPERS IN THE OFFICE OF THE SUPERINTENDING CONSTRUCTOR RELATING TO MATERIAL, EQUIPMENT, AND CONSTRUCTION PROCEDURES. 1898-1903. 3 in. 694

Consist chiefly of copies of Bureau letters addressed to the superintending constructor, but also include blueprints, booklets of instruction, and photographs of vessels under construction. Arranged alphabetically by initial letter of subject.

STATEMENTS AND ACCOUNTS OF EXPENDITURES. 1899-1906. 2 vols. 1 in. 695

These volumes show expenditures for labor, steel plates, rivets, pipes, castings, and forgings used in the construction of a number of vessels, purpose of expenditures, and amounts involved. Arranged by name or class of vessel, thereunder by type of expenditure, and thereunder in roughly chronological order.

RECORDS OF THE SUPERINTENDING CONSTRUCTOR RELATING TO OFFICE SUPPLIES AND DRAFTING MATERIALS. 1901-3. 1 in. 696

Copies of a "Shipping Memorandum" and "Expenditure Invoice" from the General Storekeeper at the New York Navy Yard, both showing name of addressee, title of account, bureau involved, description of items (including quantity and cost), and a dated receipt (apparently the "Shipping Memorandum" was mailed to the addressee separately at the time supplies were sent and the "Expenditure Invoice" was enclosed with or presented at the time of delivery of the supplies), copies of Paymasters' Form 86a showing essentially the same information as that on the "Shipping Memorandum" and "Expenditure Invoice" as well as the method of shipment; copies of letters of the Bureau of Supplies and Accounts to the commandant of the Navy Yard, League Island, Pa., requesting him to direct shipment of the supplies, listed in the letters, to the superintending constructor at Neafie and Levy; a few receipts of the Adams Express Co. for goods delivered to it for shipment; and a letter from the Pennsylvania Railroad Co. transmitting a bill of lading. Arranged in roughly chronological order.

NOTES ON TESTS AND CONSTRUCTION. 1901-6. 1 vol. 1/2 in. 697

This volume contains sketches and diagrams relating to various vessels, and notes on work performed and on inclining experiments of the St. Louis. Unarranged.

DETAILS OF FITTINGS FOR NAVAL VESSELS. 1897. 2 vols. 2 in. 698

Blueprints of airports, anchors, armor, bells, berths, bulkheads, capstans, turrets, windlasses, and other fittings for a number of vessels



constructed at the Neafie and Levy Shipyard. An index to both volumes, in volume 1, shows article and page number and is arranged alphabetically.

RECORD OF PLANS RECEIVED AND SENT. 1901-3. 1 vol. 1 in. 699

This volume contains a record of ships' plans received showing date received, title of plan and frequently name of vessel to which it relates, place from which received (the Bureau of Construction and Repair or various shipyards), action taken on the plan (whether it was filed, loaned, or sent back), and the Neafie and Levy Shipyard's file number, arranged chronologically; a list of plans of the St. Louis and the Denver sent to the Bureau of Construction and Repair showing date, plan number, and title of plan, arranged by name of vessel; a list of plans of destroyers sent to the Bureau of Construction and Repair; and a list of miscellaneous plans sent to other places than the Bureau of Construction and Repair, showing date, title of plan and generally name of vessel to which it relates, and place sent, arranged chronologically. The plan number in the list of plans of the Denver is the constructor's number in the card index described in entry 728.

RECORD OF PLANS RECEIVED. 1902-6. 1 vol. 1 in. 700

Shows date plan was received, plan number, name of vessel and subject of plan, from whom it was received (the Bureau of Construction and Repair or various shipyards), remarks, and file references to correspondence. The volume also includes a list of plans of the St. Louis sent to the Bureau of Construction and Repair, showing date, plan number, file references to contractor's letters and to Bureau letters, and subject of plan. The plan number is the constructor's number in the card index described in entry 759. Arranged chronologically, with an index to plans in the volume.

MISCELLANEOUS RECORDS RELATING TO THE DRAFTING ROOM IN THE OFFICE OF THE SUPERINTENDING CONSTRUCTOR. 1904-6. 1/2 in. 701

A "list of nonperishable property of the U. S. Government as turned over to League Island Navy Yard C. & R. Drafting Office"; various lists of plans, lithographs, tracings, or blueprints pertaining to the St. Louis and the Denver; receipts for plans, descriptions, and blueprints distributed to officers of the St. Louis and the Denver; and a few items of correspondence regarding such plans or blueprints. Arranged, where applicable, by name of vessel.

MISCELLANEOUS PAPERS RELATING TO OFFICE SUPPLIES FOR THE SUPERINTENDING CONSTRUCTOR. 1914-15. 1/4 in. 702

Include copies of documents--variously called expenditure invoices, shipping transfers, or public bills--all of which show, in slightly different form, the class, title, description, quantity, and cost of supplies. Unarranged.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE BAINBRIDGE. Oct. 1898-July 1903. 2 vols. 2 in. 703

Press copies of letters sent. The letters dated before September 1901 were sent to the Bureau only; the later letters were sent to the Bureau, the contractor, the commandant of the Navy Yard at League Island,



Philadelphia, Pa., the president of the trial board, and other correspondents. Arranged chronologically. Each volume has a subject index. For other letters sent to the contractor, see entry 710. These letters are duplicated in the correspondence described in entry 709.

REGISTER OF LETTERS SENT AND RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE BAINBRIDGE. Oct. 1898-Apr. 1903. 1 vol. 1/2 in.

704

This volume contains the following three registers: (1) a register of letters received from the Bureau, October 1898-April 1903; (2) a register of letters sent to the Bureau requiring replies, November 1898-June 1900, January-September 1902; and (3) a register of letters sent to the contractor requiring replies, November 1898-June 1900, January-August 1902. The register of letters received gives date of receipt, Bureau's file number, and subject. The registers of letters sent give such information as date of letter, page on which it is copied in the letters-sent books, subject, number and kinds of enclosures, date of reply, and remarks. All three registers are arranged chronologically. For the letters-sent books referred to in the second register, see entry 703. The letters-sent book referred to in the third register is described in entry 710. For the correspondence to which all three registers refer, see entry 709.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE BARRY (TORPEDO BOAT DESTROYER NO. 2). Oct. 1898-July 1903. 1 vol. 1 in.

705

Press copies of letters sent. The letters dated before December 1901 were sent to the Bureau only; thereafter they were sent to the Bureau, the contractors, and other correspondents. Arranged chronologically. There is a subject index. For other letters sent to the contractor, see entry 710. These letters are duplicated in the correspondence described in entry 709.

REGISTER OF LETTERS SENT AND RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE BARRY. Oct. 1898-Apr. 1903. 1 vol. 1/2 in.

706

This volume contains three registers: (1) a register of letters received from the Bureau, October 1898-April 1903; (2) a register of letters sent to the Bureau requiring replies, November 1898-March 1900, January-September 1902; and (3) a register of letters sent to the contractor requiring replies, June 1899-September 1900, January-September 1902. The register of letters received gives date of receipt, Bureau's file number, and subject. The registers of letters sent give date of letter, page on which it is copied in the letters-sent books, subject, number and kinds of enclosures, date of reply, and remarks. All three registers are arranged chronologically. The letters-sent book referred to in the second register is described in entry 705. Most of the references to the letters-sent books in the third register are to the volume described in entry 710, but a few of the later references are to the volume described in entry 705. For the correspondence to which all three registers refer, see entry 709.



LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE CHAUNCEY  
(TORPEDO BOAT DESTROYER NO. 3). Oct. 1898-Oct. 1903. 1 vol. 1 in. 707

Press copies of letters and a few endorsements sent. The letters dated before October 1901 were sent to the Bureau only; thereafter they were sent to the Bureau, the contractor, and other correspondents. Arranged chronologically. There is a subject index. For other letters sent to the contractor, see entry 710. These letters are duplicated in the correspondence described in entry 709.

REGISTER OF LETTERS SENT AND RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE CHAUNCEY. Oct. 1898-Mar. 1903. 1 vol. 1/2 in. 708

This volume contains the following three registers: (1) a register of letters received from the Bureau, October 1898-March 1903; (2) a register of letters sent to the Bureau requiring replies, November 1898-March 1900, January-September 1902; and (3) a register of letters sent to the contractor requiring replies, November 1898-June 1900, January-September 1902. The register of letters received gives date of receipt, Bureau's file number, and subject. The registers of letters sent give date of letter, page on which it is copied in the letters-sent books, subject, number and kinds of enclosures, date of reply, and remarks. All three registers are arranged chronologically. For the letters-sent book referred to in the second register, see entry 707. Most of the references to letters-sent books in the third register are to the volume described in entry 710, but a few of the later references are to the volume described in entry 707. For the correspondence to which all three registers refer, see entry 709.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE BAINBRIDGE, THE BARRY, AND THE CHAUNCEY. 1898-1903. 2 ft. 709

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged chronologically. For the registers to this correspondence, see entries 704, 706, and 708.

LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE BAINBRIDGE, THE BARRY, AND THE CHAUNCEY. Oct. 1898-May 1903. 1 vol. 1 in. 710

Press copies of letters sent to the contractor. Arranged chronologically, with a subject index. For copies of other letters sent to the contractor pertaining to these vessels, see entries 703, 705, and 707. These letters are duplicated in the correspondence described in entry 709.

LETTERS SENT TO THE BUREAU BY THE BOARD ON CHANGES FOR THE BAINBRIDGE, THE BARRY, AND THE CHAUNCEY. Sept. 1899-Nov. 1902. 2 vols. 2 in. 711

Press copies of letters sent. Included in the volumes are some weekly reports of letters received from the Bureau. Arranged chronologically. There is a subject index in the first volume.

RECORD OF CHANGES ON THE BAINBRIDGE, THE BARRY, AND THE CHAUNCEY. 1898-1902. 1 vol. 2 in. 712

Shows nature of change, respective estimates of the contractors and of the superintending constructor as to increase, decrease, or no change in cost involved by the change, date of submission of change to the Bureau



with a separate reference number for each vessel, date of Bureau's approval with a separate reference number for each vessel, and amount determined by the board. The changes were the same for all three vessels and are listed only once; the different correspondence references for the several vessels are indicated for each change. Arranged in roughly chronological order. There is a subject index arranged alphabetically by initial letter of subject.

REGISTER OF CHANGES AUTHORIZED FOR THE BAINBRIDGE, THE BARRY, AND THE CHAUNCEY. Nov. 1898-Dec. 1902. 1 vol. 1/2 in. 713

This volume contains a register of changes for each of the three vessels showing date the superintending constructor submitted changes to the Bureau and number of letter (see entries 703, 705, and 707 for copies of the letters), nature of changes, date the Bureau referred matter to the board on changes, correspondence file number of Bureau's letter, date the board forwarded report to the Bureau, number of report, page on which report is copied in the letters-sent book (see entry 711), date the Bureau approved report, amount of increased or diminished cost, and date the bills for the changes were certified. Arranged by name of vessel and thereunder in roughly chronological order. There is a subject index.

LETTERS AND ENDORSEMENTS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE DENVER. Dec. 1899-June 1905. 5 vols. 6 in. 714

Press copies of letters and some endorsements sent. Arranged chronologically. There is a subject index to the first three volumes. For a register relating to some of these letters, see entry 717.

LETTERS RECEIVED FROM THE BUREAU BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE DENVER. 1899-1905. 6 in. 715

Letters containing instructions regarding the carrying out of various parts of plans and specifications of the vessel, requesting the superintending constructor to obtain proposals in this connection from the contractors, and approving such proposals of the contractors. A number of letters relate to changes in plans and specifications. Arranged chronologically in three groups (1899-1901, 1902, and 1903-5) and thereunder alphabetically by initial letter of subject. For registers to this correspondence, see entries 687 and 717.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE DENVER. 1900-1904. 3 in. 716

Most of this correspondence consists of copies of letters received from the Bureau regarding the manner of carrying out the plans and specifications of the Denver, but there are also a few copies of letters received from other sources. Included are copies of letters sent by the superintending constructor to the contractors transmitting the Bureau's instructions to the contractors or requesting them to furnish proposals in connection with the construction or changes in construction. Arranged alphabetically by initial letter of subject. The originals of some of these letters are in the correspondence described in entry 715.

REGISTER OF CORRESPONDENCE WITH THE BUREAU CONCERNING THE DENVER. Dec. 1899-May 1903. 1 vol. 1 in. 717

This volume contains (1) a register of communications received (see



entry 715) from the Bureau showing date received, Bureau's file number, kind of communication (letter, endorsement, or telegram), and subject; and (2) a register of letters sent to the Bureau requiring replies, showing date and number of letter, page number in letters-sent books (see entry 714 for copies of these letters), subject, estimated cost if there were changes in design, documents enclosed, date approved or replied to, and remarks. Both parts of the volume are arranged chronologically.

LETTERS RECEIVED FROM THE CONTRACTORS BY THE SUPERINTENDING CONSTRUCTOR  
FOR THE DENVER. 1899-1903. 6 in. 718

Letters acknowledging receipt of instructions or other correspondence from the superintending constructor, proposing methods of carrying out plans and specifications, giving estimates of cost of changes in plans and specifications, and notifying the superintending constructor of firms contracted with for materials. Arranged alphabetically by initial letter of subject.

MISCELLANEOUS CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING  
THE DENVER. 1900-1905. 1 ft. 719

Letters received from the Bureau, other naval constructors, the contractors, the inspectors of machinery, equipment, and ordnance, and business firms proposing to furnish material or equipment; copies of letters sent by the superintending constructor to these correspondents; and accompanying enclosures and related papers such as memoranda, allowance lists, specifications of various items of equipment, and tables of weights. This correspondence is concerned with details of carrying out the plans and specifications of the vessel. It does not appear to be duplicated in other series covering this period. Arranged in part alphabetically by subject and in part unarranged.

LETTERS SENT TO THE BUREAU BY THE BOARD ON CHANGES FOR THE DENVER.

Dec. 1900-May 1904. 1 vol. 1 in. 720

Press copies of letters sent. Included are some weekly reports of letters received from the Bureau. Arranged chronologically, with a subject index.

LETTERS RECEIVED FROM THE BUREAU BY THE BOARD ON CHANGES FOR THE DENVER.  
1900-1904. 3 in. 721

Letters referring changes to the board for determination of increase or decrease in cost involved by the change; and letters approving or disapproving reports of the board. The letters referring changes to the board are arranged alphabetically by subject of change; the letters approving or disapproving the board's reports are arranged by subject of change, the subjects being in no particular order.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING CHANGES ON  
THE DENVER THAT WERE ACTED ON BY THE BOARD ON CHANGES. 1900-1904.  
3 in. 722

Copies of letters received from and sent to the Bureau and the contractor, with notations showing action taken by the board on changes. Arranged by subject of change.



REGISTER OF CHANGES AUTHORIZED FOR THE DENVER. June 1900-May 1904.

1 vol. 1/2 in.

723

This volume shows date the superintending constructor submitted changes to the Bureau and number of letter (see entry 714 for copies of these letters), nature of changes, date the Bureau referred subject to the board on changes, file number of Bureau's letter, date the board forwarded report to the Bureau, number of report and page on which it is copied in the letters-sent book (see entry 720), date the Bureau approved report, amount of increased or diminished cost, and date the bills for changes were certified. Arranged in roughly chronological order, with a subject index.

RECORD OF PROPOSED CHANGES ON THE DENVER. 1902-4. 1 vol. 1/4 in. 724

This volume shows change proposed and by whom originated, date it was received by the superintending constructor, date of superintending constructor's estimate, date the estimate was submitted by the superintending constructor, date the estimate was received, and date it was approved by the Bureau of Construction and Repair or the Navy Department. Arranged chronologically.

REPORTS OF MATERIAL SHIPPED FOR THE DENVER. 1900-1904. 3 in. 725

Copies of the Bureau's "Reports of Material Shipped" and of shipping sheets of the Carnegie Steel Co., Pittsburgh, Pa. The reports show supplying company, date of shipment, method of shipment, inspector's name, kind of material, Bureau's number, order number, heat number, dimensions, location marks, weight, and number of pieces, with an accompanying certificate by the inspector that the material had passed the prescribed Government tests and with a notation of the date the report was received in the office of the superintending constructor. The shipping sheets contain similar information, but they omit the Bureau's number. Arranged in general chronologically.

REQUISITIONS FOR MATERIAL FOR THE DENVER. 1899-1903. 2 in. 726

Copies of contractor's requisitions showing number, date, firm from which material was ordered, a description of item or material ordered, and a notation of the date the copy of the requisition was received in the office of the superintending constructor. A few items of correspondence concerning the requisitions, such as requests for cancellation or modification, are included. Arranged in general alphabetically by initial letter of item or material ordered.

PAPERS RELATING TO PAYMENT INSTALLMENTS UNDER THE CONTRACT FOR THE DENVER. 1900-1903. 2 in. 727

Copies of joint certificates by the superintending constructor and the inspector of machinery for the 1st through the 18th installment stating that work had progressed sufficiently to entitle the contractor to the installment in question and showing total amount of installment and amounts applied to the hull, to the machinery, and to the 10 percent reservation. Included are letters of the contractors making application for the various installments and rough data sheets itemizing, by class, the quantity of material and, by class of workman, the number of hours of labor involved in each installment. The joint certificates are arranged in numerical order, but some of the other papers are disarranged.



INDEX RELATING TO THE DENVER. n.d. 2 ft. 728

Cards showing subject, a file number (unidentified), and, where applicable, builder's and superintending constructor's plan numbers. Most of the entries relate to plans. The documents to which this index relates have not been found. Arranged alphabetically by subject.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE ST. LOUIS. 1901-6. 6 ft. 729

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged numerically according to the classification scheme described in entry 679.

INDEX TO CORRESPONDENCE CONCERNING THE ST. LOUIS. 1901-6. 2 ft. 730

A card index to the correspondence described in entry 729 showing subject and file number. Arranged alphabetically by subject.

LETTERS AND ENDORSEMENTS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE ST. LOUIS. Mar. 1901-Oct. 1907. 10 vols. 1 ft. 731

Press copies of letters and endorsements sent. Arranged chronologically. The first volume has a subject index. Many of these letters are duplicated in the correspondence described in entry 729. For a register relating to some of these letters, see entry 733.

LETTERS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE ST. LOUIS. Mar. 1901-Oct. 1906. 5 vols. 10 in. 732

Letters and a few telegrams and endorsements received from the Bureau. Arranged chronologically. For registers referring to these communications, see entries 687 and 733.

REGISTER OF LETTERS SENT AND RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE ST. LOUIS. Mar. 1901-May 1903. 1 vol. 1/2 in. 733

This volume contains the following three registers: (1) a register of letters received from the Bureau, March 1901-May 1903; (2) a register of letters sent to the Bureau requiring replies, January 1902-May 1903; and (3) a register of letters sent to the contractor requiring replies, December 1901-May 1903. The register of letters received gives date of receipt, Bureau's file number, and subject; it refers to the letters received that are described in entry 732. The two registers of letters sent give date of letter, page on which it is copied in the letters-sent book described in entry 731, subject, number and kinds of enclosures, date of reply, and remarks. All three registers are arranged chronologically.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR RELATING TO THE ALLOWANCE LIST, WEIGHT DATA, AND CONTRACT PAYMENTS OF THE ST. LOUIS. 1902-6. 1/2 in. 734

Consists chiefly of copies of letters from the Bureau to the superintending constructor and copies of letters from the superintending constructor transmitting Bureau instructions or information to the contractor. Arranged in general chronologically.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR RELATING TO CHANGES ON THE ST. LOUIS. 1901-6. 1 ft. 735

Copies of letters received from and sent to the Bureau and of letters



from the superintending constructor to the contractors transmitting information or instructions from the Bureau. Included are a few copies of letters from the contractors giving estimates on cost of changes and a few copies of letters from the inspector of equipment. Arranged alphabetically by initial letter of subject.

RECORDS OF THE SUPERINTENDING CONSTRUCTOR RELATING TO CHANGES ON THE ST. LOUIS. 1904-6. 9 in. 736

Consist mainly of copies of letters sent and received, arranged numerically by change number and thereunder chronologically, with a notation of the action of the board on changes pertaining to each change. Included are rough data and copies of correspondence apparently relating to changes not acted on by the board, arranged by subject of change.

LETTERS SENT TO THE BUREAU BY THE BOARD ON CHANGES FOR THE ST. LOUIS. Mar. 1902-Sept. 1906. 1 vol. 1 in. 737

Press copies of letters sent. Only one letter is dated before April 1903. Arranged chronologically. There is an incomplete subject index.

REGISTER OF CHANGES AUTHORIZED FOR THE ST. LOUIS. Dec. 1901-Sept. 1906. 1 vol. 1/2 in. 738

Shows date the superintending constructor submitted changes to the Bureau, number of letter (see entry 731 for copies of these letters), nature of changes, date the Bureau referred subject to the board on changes, file number of Bureau's letter, date the board forwarded report to the Bureau, number of report, page on which it is copied in the letters-sent book (see entry 737), date the Bureau approved report, amount of increased or diminished cost, and date the bills for changes were certified. Arranged in roughly chronological order. In the back of the volume is a record of authorized changes for which bills were certified, giving nature of change, amount authorized for change, and date of certification. Arranged chronologically by date of certification. There is an incomplete subject index.

RECORDS OF THE BOARD ON CHANGES FOR THE ST. LOUIS. 1903-6. 2 in. 739

Letters from the Bureau referring changes to the board, copies of reports of the board, and letters from the Bureau approving action of the board. There is also a "List of Proposed, Pending, and Completed Changes to Date" (May 17, 1904). The Bureau's letters are arranged by subject of change and thereunder chronologically; the reports of the board are arranged chronologically.

RECORD OF PROPOSED CHANGES ON THE ST. LOUIS. 1902-4. 1 vol. 1/4 in. 740

Shows change proposed and by whom, date it was received by the superintending constructor, date of superintending constructor's estimate, date the estimate was submitted by the superintending constructor, date the estimate was received, and date it was approved by the Bureau of Construction and Repair or the Navy Department. Arranged chronologically.

RECORD OF MATERIALS RECEIVED FOR THE ST. LOUIS. 1901-4. 1 vol. 1/2 in. 741

Shows dates of receipt of materials, dates of invoices, and weights



of steel plates and shapes, rivets, pipe, and armor used in the construction of the St. Louis. Arranged by type of material and thereunder in roughly chronological order.

REQUISITIONS FOR MATERIAL FOR THE ST. LOUIS. 1901-5. 6 in. 742

The superintending constructor's copies of requisitions sent by the contractor to his suppliers, showing articles and quantity requisitioned and estimated cost. Included are a number of letters from the contractors transmitting copies of requisitions to the superintending constructor and a few letters received by the superintending constructor from the inspector of hull material at the Homestead Steel Works, Munhall, Pa., regarding Neafie and Levy requisitions. Arranged numerically. There is an index to these requisitions, arranged alphabetically. There is also a numerical list, in which each requisition is identified by its number, giving date of action taken in connection with the requisition.

PAPERS RELATING TO PLANS AND SPECIFICATIONS OF THE ST. LOUIS. 1902-4. 2 in. 743

Copies of letters from the Bureau to the superintending constructor, copies of letters from the superintending constructor to the contractors, and copies of letters from the contractors to the superintending constructor; a number of blueprints ("inboard profile," "main deck," "berth deck," and others); and a list of standard plans in the office of the superintending constructor. Arranged chronologically.

RECORD OF WEIGHTS OF MATERIALS FOR THE ST. LOUIS. 1902-5. 4 vols. 2 in. 744

Gives a brief description of materials used in the construction of the St. Louis, together with their weights. Arranged in roughly chronological order in two series--one series for Mondays, Wednesdays, and Fridays and the other for Tuesdays, Thursdays, and Saturdays.

LIST OF ARTICLES SCRAPPED FROM THE ST. LOUIS. 1902-5. 1 vol. 1/4 in. 745

This volume lists plates, angles, beams, and similar materials scrapped in the construction of the St. Louis, together with their weights. Arranged chronologically.

PAINT ACCOUNT OF THE ST. LOUIS. 1902-5. 1 vol. 1/4 in. 746

This volume lists the quantities of oil, paint, turpentine, varnish, shellac, gasoline, and alcohol requisitioned or used in the construction of the St. Louis. Arranged chronologically.

ESTIMATES OF VALUE OF MATERIAL AND LABOR EMPLOYED IN BUILDING THE ST. LOUIS. 1902; 1905-6. 3 in. 747

The reports in the main body of these estimates for the period January 1905-July 1906, with two or three reports each for most of the months, show estimated net value of labor and material and other charges expended by the contractors on the hull, including equipment and installation of ordnance; estimated value of materials inspected and accepted but not yet used; "total estimated value of the vessel under that part of the contract



assigned to the hull"; percentage of completion; and gross amount due the contractors, gross amount paid the contractors, and net amount due the contractors. Appended are detailed data on which the above information is based. Similar information, in somewhat different form, is shown for the months of January through November 1902, and December 1901, and August 1903. There is also an undated report showing grand total value of the ship under the contract as broken down into 46 items, mostly materials but including labor, general superintendence, office expenses, insurance, cost of launching, and trial trip and docking expenses. Some related rough memoranda and a few miscellaneous papers relating to estimates of value of the Charleston and the Louisiana are also included. Arranged by type of report and thereunder chronologically, except for the rough memoranda and miscellaneous papers which are unarranged.

REPORTS OF WEIGHT OF THE ST. LOUIS. Sept. 1902-Mar. 1906. 2 in. 748

Monthly reports showing weight added by class of material, previous total weight reported for each class, total weight to date, total weight added to ship for month being reported, previous total weight added to ship, and total weight to date; and quarterly reports showing total weight added by class of material for each month of quarter, total weight added by class of material for quarter, total weight added by class of material for preceding quarter, total weight for each class of material to date, total weight added to ship for quarter, total weight for preceding quarter, and total weight of ship to date. The quarterly reports also recapitulate this information under the following headings: hull complete, hull fittings, protection, steam engineering, equipment, ordnance, and outfit and stores. Arranged chronologically.

WEIGHT DATA RELATING TO THE ST. LOUIS. 1902-7. 3 ft. 749

Most of this material consists of rough data sheets listing name of part or item (such as rivets, bolts, brackets, hinges, hatch coaming, and plates for bulkhead), number of pieces or parts, location on ship, and weight. There are also typewritten reports giving weight data to the superintending constructor for items supplied by or under the jurisdiction of the General Storekeeper at the League Island Navy Yard, the naval constructor at the Portsmouth Navy Yard, and the inspector of machinery for the Navy at Neafie and Levy. There is also a memorandum of instructions from the Bureau regarding the preparation of the final weight report of vessels. Arranged chronologically.

INSPECTION REPORTS OF MATERIALS FOR THE ST. LOUIS. 1903-4. 1 vol.

1/2 in.

750

Show date of inspection, material inspected, initials of inspecting official, result of inspection, and related remarks. Arranged in roughly chronological order.

RESULTS OF TESTS AND INSPECTIONS OF PARTS AND EQUIPMENT ON THE ST. LOUIS.

1903-4. 1/2 in.

751

Consist of rough data, on memorandum slips and cards, relating almost entirely to parts or items of equipment condemned when tested or inspected during construction of the vessel. Arranged in general chronologically.



RECORD OF MATERIALS RECEIVED AND INSTALLED ON THE ST. LOUIS. 1903-6.

1 vol. 1/2 in.

752

A record of steel plates, castings, armor, rivets, and forgings and of anchor, cable, and steering gear used in the construction of the St. Louis showing date of material's receipt, name of manufacturer and inspector, date of installation, weight, and a brief description of the material. Arranged by type of material, with an alphabetical index in the front of the volume. The volume also contains a short chronological listing of materials received or installed aboard the St. Louis, giving a brief description, together with quantities and weights.

DRAFTING ROOM RECORD BOOK OF THE ST. LOUIS. 1904-5. 1 vol. 1/4 in.

753

This volume contains a list of plans and blueprints of the St. Louis, submitted for approval. It shows dates the plans and blueprints were received, returned, resubmitted, forwarded, and approved. Arranged in roughly chronological order.

RECORDS RELATING TO DRAINAGE AND WATER SYSTEMS OF THE ST. LOUIS. 1904-6.

3 vols. 1 in.

754

Show number of flanges, distance pieces, valves, strainers, and tanks required and installed in the construction of the St. Louis, with their dimensions, composition, location, and weight. Arranged by type of material or location aboard vessel. One volume also contains a chronological listing of materials received or installed, giving a brief description of the materials, their quantities, and weights.

MEMORANDA REGARDING WORK ON THE ST. LOUIS. 1905. 1 vol. 1/2 in. 755

This volume was evidently intended to contain a record of work to be done in various sections of the St. Louis. It contains headings relating to the work, but there are no entries thereunder. Arranged by section of vessel and thereunder by compartment.

REPORT OF THE SUPERINTENDING CONSTRUCTOR ON DETAILED FINISHED WEIGHTS OF THE ST. LOUIS. 1906. 2 in. 756

Shows the general class of apparatus, equipment, and parts of the vessel, specific items thereunder and their weights, and total weights. Arranged numerically by general class number. Included in the report are an index, arranged alphabetically by name of item, showing general class (group) number and page number, and a summary, arranged numerically by general class number, showing total weights of general classes. Accompanying the report are working papers containing tabulations of weights.

MISCELLANEOUS RECORDS RELATING TO THE ST. LOUIS. 1906-7. 1/2 in. 757

Include an "Allowance List of Equipage and Supplies" (1903 edition), a list of work remaining to be done when the vessel was delivered to the Government (dated August 14, 1906), and correspondence between the superintending constructor and the Bureau regarding tonnage calculations (1907). Unarranged.

LISTS OF MATERIALS FOR THE ST. LOUIS. n.d. 3 vols. 2 in. 758

Lists of materials required for doors, hatches, plates, beams, frames,



angles, and braces installed aboard the St. Louis. Arranged by type of material or location aboard ship.

INDEX RELATING TO THE ST. LOUIS. n.d. 5 ft. 759

Cards showing subject, a file number (unidentified), and, where applicable, builder's and superintending constructor's plan numbers. Most of the entries relate to plans. The documents to which this index relates have not been found. Arranged alphabetically by subject.

Records Relating to the Newport News Shipbuilding and Dry Dock Co.  
Newport News, Va.

MISCELLANEOUS RECORDS OF THE SUPERINTENDING CONSTRUCTOR. 1898-1906.

6 in. 760

Relate chiefly to the Virginia, the Nevada, the Wilmington, and the Helena. The records consist of blueprints, reports of trials, specifications, papers relating to claims, and working papers. Some of the papers were received from superintending constructors at other shipyards, evidently for the information of the superintending constructor in connection with ships building at the Newport News Shipbuilding and Dry Dock Co. The Nevada was constructed at the Bath Iron Works, Bath, Maine, and the other three vessels were constructed at the Newport News Shipbuilding and Dry Dock Co. Unarranged.

RECEIPTS FOR SUPPLIES FROM THE INSPECTOR OF ORDNANCE. 1904-8. 2 vols.

4 in. 761

Receipts for carriages, slides, shields, rifles, ammunition hoists, elevating gear, and range transmitters installed aboard various vessels. Arranged in roughly chronological order.

STANDARDS FOR PREPARING PLANS. n.d. 1 vol. 1 in. 762

This volume is entitled "Standards, Office of the Superintending Constructor, United States Navy, Newport News, Va." It contains standards for measurements, drawing sizes, the preparation of drawings, title pages, and lettering, with instructions for making calculations, filing plans, and keeping office records. Arranged by subject, with an alphabetical index to subjects.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING AMMUNITION

LIGHTER NO. 24. 1912-13. 3 in. 763

Letters, memoranda, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

INDEX TO CORRESPONDENCE CONCERNING AMMUNITION LIGHTER NO. 24. 1912-13.

1 in. 764

A card index to the correspondence described in entry 763 showing subject, occasionally an abstract of the correspondence, and file number. Arranged alphabetically by subject. The index is preceded by a "Key," arranged numerically, showing main subjects and numbers assigned to them and thereunder subnumbers and the subjects to which they relate.



CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE  
ARKANSAS. 1898-1903. 3 ft.

765

Letters, reports, and memoranda received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

INDEX TO CORRESPONDENCE CONCERNING THE ARKANSAS. 1898-1903. 6 in. 766

A card index to the correspondence described in entry 765, showing name of vessel, subject and file number of correspondence, and occasionally the file number and date of Bureau's correspondence. Arranged alphabetically by subject. The index is preceded by a "Key," arranged numerically, showing main subjects and numbers assigned to them and thereunder subnumbers and the subjects to which they relate.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE ARKANSAS. 1900-1902.  
6 in.

767

Copies of memoranda from the senior member of the board to the Bureau stating changes recommended and copies of reports concerning changes in cost involved, memoranda from the Bureau approving or disapproving the board's reports, and pertinent letters from inspectors of equipment and of ordnance. Arranged numerically by change number (301-411).

RECORD OF CHANGES ON THE ARKANSAS. Jan. 1899-May 1903. 1 vol. 1/2 in.

768

Shows change number, the superintending constructor's correspondence file number, date of approval by the Bureau and its correspondence file number, amount of increase or decrease in cost as estimated by the superintending constructor and the contractor, date the matter was referred to the board on changes, date of board's report, amount of increase or decrease recommended by the board, date the board's report was approved, date of certification of bills, and remarks. Arranged numerically by change number (301-411). There is a subject index in the volume.

MISCELLANEOUS RECORDS CONCERNING THE ARKANSAS. 1898-1900. 2 in. 769

Booklets containing blueprint plans, a copy of the contract for the construction of the vessel, plumbing specifications, launching data, and memoranda and lists of equipage and supplies. Unarranged.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE  
CHARLESTON. 1902-6. 3 ft.

770

Letters, memoranda, endorsements, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

INDEX TO CORRESPONDENCE CONCERNING THE CHARLESTON. 1902-6. 6 in. 771

A card index to the correspondence described in entry 770, showing name of vessel, subject and occasionally an abstract of the correspondence, file number, and sometimes date of the correspondence. Arranged alphabetically by subject. The index is preceded by a "Key," arranged numerically, showing main subjects and numbers assigned to them and thereunder subnumbers and subjects to which they relate.



CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE CHARLESTON. 1902-6.

6 in.

772

Copies of memoranda from the senior member of the board to the Bureau stating changes recommended and of reports concerning changes in cost involved, memoranda from the Bureau approving or disapproving the board's reports, and pertinent letters from inspectors of other Navy Department bureaus. Arranged numerically by change number (1401-1497).

RECORDS IN THE CASE OF THE NEWPORT NEWS SHIPBUILDING AND DRYDOCK CO.

vs. THE UNITED STATES (COURT OF CLAIMS NO. 30374). 1901-27. 9 in.

773

This case involved the Charleston. The Newport News Shipbuilding and Dry Dock Co., failing to complete and deliver the vessel on the date specified in the contract, sued for damages on the ground that this failure was because of delay in the delivery of side-belt armor. The records are as follows: exhibits of the claimant consisting of photostats of receipts for equipment, correspondence with the Bureau concerning the installation of guns and gun foundations, progress reports, contractor's armor record, and weight calculations of armor, arranged numerically by exhibit number (3-14); exhibits of the defendant consisting of copies of "hypothetical questions" describing events that occurred in connection with arming of the ship and posing questions relating thereto, arranged alphabetically (A-E); and miscellaneous papers consisting of a photostat of the contract (1901), photostats of correspondence with the Department of Justice (1927), photostats of documents relating to changes and to payments, and a copy of the damage claim, unarranged. Most of the material is dated during the period of the vessel's construction, 1902-6.

REQUISITIONS FOR EQUIPMENT AND SUPPLIES FOR THE CHARLESTON. 1903-5.

1/2 in.

774

Open-purchase requisitions showing articles and quantities required, estimated cost, and appropriation to which they were to be charged. Some related correspondence with the Paymaster General of the Navy and with the commandant and paymaster of the Norfolk Navy Yard is included. Unarranged.

STORE INVOICES OF ARTICLES FOR THE CHARLESTON. 1905. 1/2 in.

775

Lists of articles shipped or issued by the General Storekeeper at the Norfolk Navy Yard for the Charleston, showing articles, quantity, and unit price. Unarranged.

MISCELLANEOUS RECORDS CONCERNING THE CHARLESTON. 1903-6. 2 in.

776

Booklets of blueprint plans, specifications, lists of articles invoiced to the Charleston, and lists of equipage and supplies. Some of these items bear file numbers showing that they were enclosures to the correspondence described in entry 770. Unarranged.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE DELAWARE. 1908-15. 10 ft.

777

Letters, memoranda, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.



INDEX TO CORRESPONDENCE CONCERNING THE DELAWARE. 1908-10. 1 ft. 778

A card index to the correspondence described in entry 777, showing name of vessel, subject and occasionally an abstract of the correspondence, and file number. Arranged alphabetically by subject. The index is preceded by a "Key," arranged numerically, showing main subjects and numbers assigned to them and thereunder subnumbers and subjects to which they relate.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE DELAWARE. 1907-10. 6 in. 779

Letters from the Bureau referring changes to the board, reports of the board relating to changes in cost involved and stating whether or not the changes should be made, and notifications from the Bureau of approval or disapproval of the reports. Arranged numerically by change number (4000-4114).

RECORD OF CHANGES ON THE DELAWARE. 1907-10. 1 vol. 1/4 in. 780

Shows nature of change, change number, file reference to correspondence of the superintending constructor, estimates of increase or decrease in cost submitted by the constructor and the contractor, date of referral to the board on changes, findings of the board, date of approval and certification of payment, and remarks. Arranged numerically by change number.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE FANNING. 1911-13. 3 ft. 781

Letters, memoranda, endorsements, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

INDEX TO CORRESPONDENCE CONCERNING THE FANNING. 1911-13. 5 in. 782

A card index to the correspondence described in entry 781 showing subject and file number of correspondence. Arranged alphabetically by subject. The index is preceded by a "Key," arranged numerically, showing main subjects and numbers assigned to them and thereunder subnumbers and subjects to which they relate.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE FANNING. 1911-13. 2 ft. 783

Copies of the board's reports to the Bureau on the cost of the changes and of letters received from the Bureau and from the senior member of the Board on Hull Changes for the Atlantic Coast. Arranged numerically by change number (8000-8025).

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING FUEL OIL BARGES NOS. 5 AND 6. 1913-15. 1 ft. 784

Letters, memoranda, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

INDEX TO CORRESPONDENCE CONCERNING FUEL OIL BARGES NOS. 5 AND 6. 1913-15. 3 in. 785

A card index to the correspondence described in entry 784, showing



subject and file number of correspondence. Arranged alphabetically by subject. The index is preceded by a "Key," arranged numerically, showing main subjects and numbers assigned to them and thereunder subnumbers and subjects to which they relate.

SPECIFICATIONS AND PROPOSALS FOR FUEL OIL BARGES NOS. 5 AND 6. 1913.  
1 in.

Printed copies of hull specifications and proposals for furnishing equipment. Arranged by type of material.

786

FINISHED PLANS OF THE HELENA AND THE WILMINGTON. 1899. 2 vols. 3 in.

Plans of pumping, drainage, and ventilation systems, fittings, blocks, boats, hardware, and stanchions. Arranged by type of plan, with tables of contents in the volumes and lists of contents on the outside of the volumes. These are volumes 3 and 4 of what is probably a four-volume set.

787

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE ILLINOIS.  
1897-1910. 7 ft.

Letters, reports, and memoranda received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

788

INDEX TO CORRESPONDENCE CONCERNING THE ILLINOIS. 1897-1910. 1 ft.

A card index to the correspondence described in entry 788, showing name of vessel, subject and occasionally an abstract of the correspondence, and file number. Arranged alphabetically by subject. The index is preceded by a "Key," arranged numerically, showing main subjects and numbers assigned to them and thereunder subnumbers and subjects to which they relate.

789

RECORD OF CHANGES ON THE ILLINOIS. Nov. 1896-Feb. 1902. 1 vol. 1/2 in.

Shows date the change was submitted by the contractor or superintending constructor, nature of change, superintending constructor's and contractor's cost estimates and date of forwarding them to the Bureau, date of Bureau's approval, date the contractor was notified, change in cost determined by the board, date of approval of board's report, and date of approval of bills for the change. Arranged chronologically.

790

MISCELLANEOUS RECORDS RELATING TO THE ILLINOIS. 1896-1902. 6 in.

Include plumbing specifications; reports on cost and valuation of the vessel; painting specifications; reports on painting, docking, and trials; lists of plans; booklets of plans; and a few items of correspondence. Unarranged.

791

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE KEARSARGE  
AND THE KENTUCKY. 1896-1900. 9 ft.

Letters, memoranda, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

792



RECORD OF CHANGES ON THE KEARSARGE AND THE KENTUCKY. Feb. 1896-

July 1900. 1 vol. 1 in.

793

Shows date the change was submitted by the contractor or superintending constructor, nature of the change, superintending constructor's and contractor's cost estimates and date of forwarding them to the Bureau, date of Bureau's approval, date the contractor was notified, change in cost determined by the board, date of approval of board's report, and date of approval of bills for the change. Arranged chronologically.

FINISHED PLANS OF THE KEARSARGE AND THE KENTUCKY. 1900. 4 vols. 10 in.

794

General plans, hull plans, and plans of pumping, drainage, ventilation, various kinds of gear and apparatus, armor, turrets, rigging, ladders, hatches, and rooms, with descriptions of methods of installing, care, operations, and tests of apparatus. Arranged by type of plan, with tables of contents in the volumes.

MISCELLANEOUS RECORDS RELATING TO THE KEARSARGE AND THE KENTUCKY.

1896-1900. 6 in.

795

Include lists of unfinished work, lists of equipage and supplies and related correspondence, reports on cost and valuation of the vessels, and reports of weights. Unarranged.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE LOUISIANA.

1903-11. 6 ft.

796

Letters, memoranda, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

INDEX TO CORRESPONDENCE CONCERNING THE LOUISIANA. 1903-11. 9 in. 797

A card index to the correspondence described in entry 796, showing name of vessel, subject and occasionally an abstract of the correspondence, and file number. Arranged alphabetically by subject. The index is preceded by a "Key," arranged numerically, showing main subjects and numbers assigned to them and thereunder subnumbers and subjects to which they relate.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE LOUISIANA. 1903-7. 8 in.

798

Letters from the Bureau referring changes to the board, copies of the board's reports on changes in cost involved, and letters from the Bureau approving or disapproving the board's reports. Arranged numerically by change number (1701-1840).

RECORD OF CHANGES ON THE LOUISIANA. May 1903-Nov. 1907. 1 vol. 1/2 in.

799

Shows change number, file number of superintending constructor's letter, nature of change, superintending constructor's and contractor's cost estimates, date and file number of Bureau's letter referring change to the board, date of board's report and amount of increased or decreased cost determined by the board, date of approval of board's report by the Bureau, and dates of certification of bills for cost of changes. Arranged



chronologically, with a subject index in the volume arranged alphabetically by initial letter of subject.

MISCELLANEOUS RECORDS RELATING TO THE LOUISIANA. 1905-7. 3 in. 800

Lists of unfinished work, reports of tests of watertight compartments, invoices of articles shipped or issued by the General Storekeeper at the Norfolk Navy Yard, receipts for equipment, and requisitions for supplies and equipment. Arranged by type of material.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MARYLAND. 1902-8. 5 ft. 801

Letters, memoranda, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE MARYLAND. 1902-6. 8 in. 802

Letters from the Bureau referring changes to the board, copies of the board's reports on changes in cost involved, and letters from the Bureau approving or disapproving the board's reports. Arranged numerically by change number (801-946).

RECORD OF CHANGES ON THE MARYLAND. July 1901-Oct. 1906. 1 vol. 1/2 in. 803

Shows change number, file number of superintending constructor's letter, nature of change, superintending constructor's and contractor's cost estimates, date and file number of Bureau's letter referring change to the board, date of board's report and amount of increased or decreased cost determined by the board, date of approval of board's report by the Bureau, and dates of certification of bills for cost of changes. Arranged **chronologically**. There is a subject index in the volume, arranged alphabetically by initial letter of subject.

RECORDS IN THE CASE OF THE NEWPORT NEWS SHIPBUILDING AND DRY DOCK CO. vs. THE UNITED STATES (COURT OF CLAIMS NO. 30374). 1901-5. 2 ft. 804

This case involved the Maryland. The Newport News Shipbuilding and Dry Dock Co.'s claim was for damages alleged to be caused by delay in delivery of the 2 1/2-inch superstructure armor. The records are as follows: exhibits of the claimant consisting of photostats of correspondence with the Bureau relating to extensions of contract time, guns, gun foundations, and other equipment for armor, of receipts for equipment, of progress reports, of contractor's armor record, and of calculations of weights of armor, arranged numerically by exhibit number (2-26); exhibits of the defendant consisting of copies of reports of a Navy Department civilian technical assistant concerning the Navy Department's side of the case, with comments on the claimant's exhibits, arranged alphabetically (A-H); and miscellaneous papers consisting of a copy of the damage claim, additional copies of some of the defendant's exhibits described above, and photostats of reports of costs of changes and "hypothetical questions" (statements of events that occurred during the construction of the vessel and questions relating thereto) prepared by the Navy Department civilian technical assistant assigned to the case, unarranged.



INVOICES AND REQUISITIONS FOR EQUIPMENT FOR THE MARYLAND. 1904-6.

2 in.

805

Store invoices of articles shipped or issued by the General Storekeeper at the Norfolk Navy Yard, with accompanying receipts for the articles, and open-purchase requisitions for supplies and equipment. Arranged by type of material.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MINNESOTA. 1903-13. 5 ft.

806

Letters, memoranda, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

INDEX TO CORRESPONDENCE CONCERNING THE MINNESOTA. 1903-13. 9 in. 807

A card index to the correspondence described in entry 806, showing name of vessel, subject and occasionally an abstract of the correspondence, and file number. Arranged alphabetically by subject. The index is preceded by a "Key," arranged numerically, showing main subjects and numbers assigned to them and thereunder subnumbers and subjects to which they relate.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE MINNESOTA. 1903-10.

1 ft.

808

Letters from the Bureau submitting changes, copies of board's reports on changes in cost involved, and letters from the Bureau approving or disapproving the board's reports. Arranged numerically by change number (2001-2148).

RECORD OF CHANGES ON THE MINNESOTA. Dec. 1903-Nov. 1907. 1 vol. 1/2 in.

809

Shows change number, file number of superintending constructor's letter, nature of change, superintending constructor's and contractor's cost estimates, date and file number of Bureau's letter referring change to the board, date of board's report and amount of increased or decreased cost determined by board, date of approval of board's report by the Bureau, and dates of certification of bills for cost of changes. Arranged chronologically. There is a subject index in the volume, arranged alphabetically by initial letter of subject.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MISSOURI. 1900-1910. 4 ft.

810

Letters, memoranda, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

INDEX TO CORRESPONDENCE CONCERNING THE MISSOURI. 1900-1910. 1 ft. 811

A card index to the correspondence described in entry 810, showing name of vessel, subject and occasionally an abstract of the correspondence, and file number. Arranged alphabetically by subject. The index is preceded by a "Key," arranged numerically, showing main subjects and numbers assigned to them and thereunder subnumbers and subjects to which they relate.



RECORDS OF THE OFFICE OF THE SUPERINTENDING CONSTRUCTOR RELATING TO THE MISSOURI. 1903. 3 in. 812

Allowance lists of equipage, supplies, and portable articles delivered to the commanding officer; job orders for extra labor and material showing types and quantity of extra labor and material and the cost; and lists of equipment and supplies delivered to the Newport News Shipbuilding and Dry Dock Co. for the Missouri. Arranged by type of material.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE MISSOURI. 1900-1904. 9 in. 813

Letters from the Bureau referring changes to the board, copies of board's reports on changes in cost involved, and letters from the Bureau approving or disapproving board's reports. Arranged numerically by change number (101-207).

MISCELLANEOUS RECORDS RELATING TO THE MISSOURI. 1901-4. 5 in. 814

Include booklets of plans, reports of trials, memoranda regarding changes, lists of unfinished work, lists of weights, bills for work done, invoices and receipts for supplies and equipment, and launching data. Some of these items are records of the board on changes. Unarranged.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MONAGHAN. 1909-15. 3 ft. 815

Letters, memoranda, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

INDEX TO CORRESPONDENCE CONCERNING THE MONAGHAN. 1909-15. 5 in. 816

A card index to the correspondence described in entry 815, showing subject of correspondence and file number. Arranged alphabetically by subject. The index is preceded by a "Key," arranged numerically, showing main subjects and numbers assigned to them and thereunder subnumbers and subjects to which they relate.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE MONAGHAN. 1909-12. 3 in. 817

Letters received from the Bureau and the senior member of the Board on Hull Changes for the Atlantic Coast referring changes to the board, copies of board's reports on changes in cost involved, and letters from the Bureau approving or disapproving board's reports. Arranged numerically by change number (7000-7034).

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MONTANA. 1905-11. 6 ft. 818

Letters, memoranda, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

INDEX TO CORRESPONDENCE CONCERNING THE MONTANA. 1905-11. 1 ft. 819

A card index to the correspondence described in entry 818, showing name of vessel, subject and occasionally an abstract of the correspondence, and file number. Arranged alphabetically by subject. The index is



preceded by a "Key," arranged numerically, showing main subjects and numbers assigned to them and thereunder subnumbers and subjects to which they relate.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE MONTANA. 1905-10. 1 ft. 820

Letters from the Bureau referring changes to the board, copies of board's reports on changes in cost involved, and letters from the Bureau approving or disapproving board's reports. Arranged numerically by change number (3000-3108).

MEMORANDA OF TESTS OF THE MONTANA. n.d. 1 in. 821

These memoranda contain descriptions of tests to be made on apparatus installed by the Bureau of Construction and Repair. Arranged by subject. There is a subject index, arranged alphabetically, showing subject and page number.

DATA ON THE LAUNCHING OF THE MONTANA. 1906. 1 in. 822

A description of the launching, with accompanying data regarding dimensions, weights, and status of work. Arranged by subject.

FINISHED PLANS OF THE NASHVILLE. 1899. 4 vols. 8 in. 823

General plans, hull plans, and plans of furniture, chests, cooperage, boat davits, hatches, ladders, gears, and hoists and other electrically operated apparatus. Arranged by type of plan. There are tables of contents in the volumes and lists of contents on the outside of the volumes.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE NORTH CAROLINA. 1905-11. 6 ft. 824

Letters, memoranda, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE NORTH CAROLINA. 1906-10. 6 in. 825

Letters from the Bureau referring changes to the board, copies of board's reports on changes in cost involved, and letters from the Bureau approving or disapproving board's reports. Arranged numerically by change number (2536-2608).

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE PROTEUS AND THE NEREUS. 1911-15. 3 ft. 826

Letters, memoranda, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

REPORTS OF THE BOARD ON CHANGES FOR THE PROTEUS AND THE NEREUS. 1914. 3 in. 827

Copies of board's reports on changes in cost involved, with an occasional letter received from the Bureau. Arranged numerically by change number (11009-12009).



REPORTS OF LABOR EMPLOYED ON THE PROTEUS AND THE NEREUS. Apr. 1912-  
Sept. 1913. 5 in. 828

Consist of daily statements showing for the hull and engine departments the title of occupation and number of men employed in each occupation. Arranged by name of vessel and thereunder chronologically.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE ROE.  
1908-13. 3 ft. 829

Letters, memoranda, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

INDEX TO CORRESPONDENCE RELATING TO THE ROE. 1908-13. 5 in. 830

A card index to the correspondence described in entry 829, showing subject of correspondence and file number. Arranged alphabetically by subject. The index is preceded by a "Key," arranged numerically, showing main subjects and numbers assigned to them and thereunder subnumbers and subjects to which they relate.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE ROE. 1909-11. 3 in. 831

Letters received from the Bureau submitting the change, reports of the board on changes in cost involved, and letters received from the Bureau approving or disapproving the board's reports. Occasionally there is a joint report by the boards on changes of the Bureau of Construction and Repair and of the Bureau of Steam Engineering. Arranged numerically by change number (5000-5041).

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE SEAL.  
1908-12. 3 ft. 832

Letters, memoranda, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

INDEX TO CORRESPONDENCE CONCERNING THE SEAL. 1908-12. 4 in. 833

A card index to the correspondence described in entry 832, showing subject of correspondence and file number. Arranged alphabetically by subject. The index is preceded by a "Key," arranged numerically, showing main subjects and numbers assigned to them and thereunder subnumbers and subjects to which they relate.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE TERRY.  
1908-13. 3 ft. 834

Letters, memoranda, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE TERRY. 1908-13. 3 in. 835

Letters received from the Bureau and the senior member of the Board on Hull Changes for the Atlantic Coast submitting changes, reports of the board on changes in cost involved, and letters from the Bureau



approving or disapproving the board's reports. Arranged numerically by change number (6000-6043).

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE TEXAS. 1911-16. 9 ft. 836

Letters, memoranda, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE TEXAS. 1911-16. 6 in. 837

Letters received from the Bureau and the senior member of the Board on Hull Changes for the Atlantic Coast submitting changes and reports of the board on changes in cost involved. Arranged numerically by change number (9000-9110).

REPORTS OF LABOR EMPLOYED ON THE TEXAS. Apr. 1912-Mar. 1914. 3 in. 838

Consist of daily statements showing for the hull and engine departments the title of occupation and number of men employed in each occupation. Arranged chronologically.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE VIRGINIA. 1901-12. 6 ft. 839

Letters, memoranda, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

INDEX TO CORRESPONDENCE CONCERNING THE VIRGINIA. 1901-12. 1 ft. 840

A card index to the correspondence described in entry 839, showing name of vessel, subject and occasionally an abstract of the correspondence, and file number. Arranged alphabetically by subject. The index is preceded by a "Key," arranged numerically, showing main subjects and numbers assigned to them and thereunder subnumbers and subjects to which they relate.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE VIRGINIA. 1902-7. 9 in. 841

Letters received from the Bureau submitting changes, copies of board's reports on changes in cost involved, and letters from the Bureau approving or disapproving board's reports. A few of the reports are joint reports of the boards on changes of the Bureau of Construction and Repair and of the Bureau of Steam Engineering. Arranged numerically by change number (1101-1252).

RECORDS IN THE CASE OF THE NEWPORT NEWS SHIPBUILDING AND DRY DOCK CO. vs. THE UNITED STATES (COURT OF CLAIMS NO. 30372). 1901-6. 3 ft. 842

This case involved the Virginia. The Newport News Shipbuilding and Dry Dock Co. claimed damages because of alleged delay in the delivery of 8-inch turret armor tubes. The records are as follows: exhibits of the defendant consisting of statements of the Navy Department's side of the



case by a Navy Department civilian technical assistant, with comments on the claimant's exhibits, arranged alphabetically (A-F); photostats of correspondence between the contractor and the Navy Department in connection with the construction of the vessel, arranged chronologically; photostats of cost estimates, arranged chronologically; and miscellaneous records consisting of lists of unfinished work, lists of the contractor's faults, statements of the contractor's claim, and a digest of records relating to boiler installation prepared by the civilian technical assistant, unarranged.

PLANS OF THE VIRGINIA. n.d. 5 booklets. 1 in. 843

These booklets contain blueprints of the inboard profile, upper deck, gun deck, berth deck, upper platform, lower platform, and hold of the Virginia. All five booklets contain copies of the same plans, but the plans are not arranged in the same order in each booklet.

REQUISITIONS FOR SUPPLIES AND EQUIPMENT FOR THE VIRGINIA. Jan.-Dec. 1905. 844  
1/4 in.

Open-purchase requisitions showing articles, quantity required, and estimated cost. Arranged chronologically.

INVOICES OF SUPPLIES AND EQUIPMENT FOR THE VIRGINIA. Aug. 1905-June 1906. 1/2 in. 845

Store invoices of articles shipped or issued by the General Storekeeper at the Norfolk Navy Yard showing articles, quantity, and unit price. Arranged chronologically.

LISTS OF ARTICLES DELIVERED TO THE VIRGINIA. 1906. 1/4 in. 846  
Show articles, quantity, and cost. Arranged in part chronologically.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE WEST VIRGINIA. 1901-14. 6 ft. 847

Letters, memoranda, and reports received and copies of those sent. Arranged numerically according to the classification scheme described in entry 463.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE WEST VIRGINIA. 1901-16. 848  
1 ft.

Letters received from the Bureau submitting changes, reports of the board on changes of cost involved, and letters from the Bureau approving or disapproving board's reports. Arranged numerically by change number (501-643).

RECORD OF CHANGES ON THE WEST VIRGINIA. July 1901-Oct. 1906. 1 vol. 849  
1 in.

Shows change number, file number of superintending constructor's letter, nature of change, superintending constructor's and contractor's cost estimates, date and file number of Bureau's letter referring change to the board, date of board's report and amount of increased or decreased cost determined by the board, date of approval of board's report by the Bureau, and dates of certification of bills for cost of changes. Arranged chronologically. There is a subject index in the volume arranged alphabetically by initial letter of subject.



RECORDS IN THE CASE OF THE NEWPORT NEWS SHIPBUILDING AND DRY DOCK CO.  
vs. THE UNITED STATES (COURT OF CLAIMS NO. 30373). 1901-5. 2 ft.

850

This case involved the West Virginia. The Newport News Shipbuilding and Dry Dock Co. claimed damages because of alleged delay in delivery of the engine hatch coaming armor. The records are as follows: exhibits of the defendant consisting of statements by the Navy Department civilian technical assistant on the Navy Department's side of the case, with comments on the claimant's exhibits, arranged alphabetically (A-I), and a few reports on contract provisions regarding plans and specifications for the Maryland and the West Virginia not marked or filed by letter of the alphabet; and exhibits of the claimant consisting of photostat copies of contract plans and specifications, receipts for equipment, and correspondence with the Bureau regarding guns, torpedoes, and equipment therefor, and superstructure armor, arranged numerically (4-29).

MISCELLANEOUS RECORDS RELATING TO THE WEST VIRGINIA. 1904-5. 6 in.

851

Store invoices of articles shipped or issued by the General Storekeeper at the Norfolk Navy Yard, with occasional receipts for the articles; open-purchase requisitions for supplies and equipment; allowance lists of equipage and supplies; and a report of the preliminary trial of the vessel. Arranged in general by type of material.

MISCELLANEOUS RECORDS RELATING TO CLAIMS. 1901-16. 1 ft.

852

Most of these records relate to the West Virginia, but there are some records relating to the Virginia and a few items relating to the Charleston and the Maryland. The records consist of correspondence between the claimant's attorneys and the Department of Justice, between the superintending constructor and the Department of Justice, and with various bureaus of the Navy Department concerning the construction of the vessels; statements of the contractor's claims; and correspondence regarding such matters as arrangements for the taking of testimony and the transmittal of records. The copies of correspondence during the period of construction are in the form of photostats. Unarranged.

Records Relating to the New York Shipbuilding Co.  
Camden, N. J.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE AMMEN  
(TORPEDO BOAT DESTROYER NO. 35). 1909-14. 2 ft.

853

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged numerically according to the classification scheme described in entry 679.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE ARKANSAS.  
1909-16. 9 ft.

854

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged numerically according to the classification scheme described in entry 679.



CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE BURROWS.  
1908-14. 2 ft. 855

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged numerically according to the classification scheme described in entry 679.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE DOWNES  
(TORPEDO BOAT DESTROYER NO. 45). 1911-18. 3 ft. 856

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged numerically according to the classification scheme described in entry 679.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE ERICSSON.  
1912-18. 2 ft. 857

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged numerically according to the classification scheme described in entry 679.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE ERICSSON. 1914-16. 3 in. 858

Copies of the Bureau's letters referring changes to the board, copies of board's reports, copies of Bureau's letters approving reports of the board, and copies of correspondence between the contractors and the superintending constructor and between the superintending constructor and the Bureau relating to the changes. Arranged numerically, beginning with 21-3 and ending with 38-44, the number preceding the hyphen being the card number for the change and the number following the hyphen being the change number which determined the order of arrangement.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE JACOB JONES. 1914-16.  
5 in. 859

Copies of Bureau's letters referring changes to the board, copies of board's reports, copies of Bureau's letters approving reports of the board, and copies of correspondence between the contractors and the superintending constructor and between the superintending constructor and the Bureau relating to the changes. In many instances the copy of the Bureau's letter approving the board's report has been removed and replaced by a notation of the file number and date of the letter, and the note "See Estimating Section change file for copy of above letter." Arranged numerically, beginning with 44-1 and ending with 39-46, according to the classification scheme described in entry 858.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE JARVIS.  
1910-16. 2 ft. 860

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged numerically according to the classification scheme described in entry 679.

MISCELLANEOUS PAPERS OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE  
JARVIS. 1912-15. 2 in. 861

These papers include 12 photostatic copies of a letter from the superintending constructor to the Bureau forwarding launching data (1912) and



letters received and copies of letters sent relating to the draft, displacement, and weights of equipment and materials built into the Jarvis (1912-15). Arranged chronologically.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE KANSAS.  
1903-11. 4 ft. 862

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged numerically according to the classification scheme described in entry 679.

SUPERINTENDING CONSTRUCTOR'S ESTIMATES OF COST OF WORK ON THE KANSAS.  
1907. 1 in. 863

Copies of letters to the Bureau dealing with recommendations in the report of the Board of Inspection and Survey, which witnessed the preliminary trial, giving estimated cost of labor and materials, estimated time required, and the superintending constructor's recommendation. Some working papers are included. Arranged chronologically.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE KANSAS. 1904-7. 5 in. 864

Letters from the Bureau referring changes to the board, copies of board's reports, letters from the Bureau approving reports of the board, and copies of correspondence between the contractors and the superintending constructor and between the superintending constructor and the Bureau relating to the changes. Arranged numerically, beginning with 33-72 and ending with 33-132, according to the classification scheme described in entry 858.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE McCALL.  
1908-14. 2 ft. 865

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged numerically according to the classification scheme described in entry 679.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MICHIGAN.  
1906-12. 6 ft. 866

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged numerically according to the classification scheme described in entry 679.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE NEW HAMPSHIRE. 1905-12. 5 ft. 867

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged numerically according to the classification scheme described in entry 679.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE PRESTON (TORPEDO BOAT DESTROYER NO. 19). 1907-11. 2 ft. 868

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged numerically according to the classification scheme described in entry 679.



CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE UTAH.

1908-14. 8 ft.

869

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged numerically according to the classification scheme described in entry 679.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE WASHINGTON. 1903-11. 5 ft.

870

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged according to the classification scheme described in entry 679.

CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE WAINWRIGHT. 1914-16.

5 in.

871

Copies of Bureau's letters referring changes to the board, copies of board's reports, copies of Bureau's letters approving reports of the board, and copies of correspondence between the contractors and the superintending constructor and between the superintending constructor and the Bureau relating to the changes. In many instances the copy of the Bureau's letter approving the board's report has been removed and replaced by a notation of the file number and date of the letter, and the note "See Estimating Section change file for copy of above letter." Arranged numerically, beginning with 44-1 and ending with 39-46, according to the classification scheme described in entry 858.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE JACOB JONES AND THE WAINWRIGHT (TORPEDO BOATS NOS. 61 AND 62, RESPECTIVELY). 1913-18. 4 ft.

872

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged numerically according to the classification scheme described in entry 679.

MISCELLANEOUS RECORDS CONCERNING THE JACOB JONES AND THE WAINWRIGHT.

1915-16. 1/2 in.

873

Include a letter from the Bureau to the superintending constructor regarding the Wainwright's allowance list and a copy of the superintending constructor's letter forwarding a copy of the Bureau's letter to the contractors; a letter from the senior officer connected with the Jacob Jones to the superintending constructor regarding stowage of fuel-oil hose; an endorsement by the inspector of machinery; and a list of tests, Nos. 27 through 39, prepared and issued for the Jacob Jones and the Wainwright and giving instructions on how to perform the tests. Unarranged, except that the tests are in numerical order.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR CONCERNING THE SONOMA AND THE ONTARIO (SEAGOING TUGS NOS. 12 AND 13, RESPECTIVELY). 1911-17. 1 ft.

874

Letters, memoranda, and related papers received and copies of letters, reports, and related papers sent. Arranged numerically according to the classification scheme described in entry 679.



SUPERINTENDING CONSTRUCTOR'S STORE INVOICES FOR THE SONOMA AND THE ONTARIO.  
1912. 3 in. 875

Invoices of articles of equipment and supply furnished by general storekeepers at navy yards on approved allowance lists of these vessels, showing name of vessel, navy yard furnishing the articles, and articles furnished. Arranged by name of vessel.

MISCELLANEOUS PAPERS OF THE SUPERINTENDING CONSTRUCTOR RELATING TO THE  
SONOMA AND THE ONTARIO. 1911-13. 2 in. 876

Include a list of changes for each vessel showing number of change, title, superintending constructor's file number, by whom initiated and date, date authorized and Bureau's file number, contractor's estimate with date, constructor's estimate with date sent to the Bureau, whether approved or disapproved by the Bureau with date and file number, amount allowed by the board on changes and date, and date and file number of Bureau's letter approving or disapproving the report of the board on changes; copies of the superintending constructor's letters commenting on the report of the board on the final trials of the Sonoma and the Ontario; and a copy of the final report of returned finished weights for the Sonoma. Unarranged.

Records of the Superintending Constructor, 411 Fifth Avenue  
New York, N. Y.

The function of the superintending constructor stationed in New York City was to supervise the manufacture and repair of paravanes and otters. The principal contractor and the subcontractor for these mine sweeping devices were the E. W. Bliss Co., Brooklyn, N. Y., and the Bossert Corp., Utica, N. Y., respectively. Inspectors, under the superintending constructor, were stationed at these companies to oversee the manufacture and repair of paravanes and otters. After manufacture, paravanes and otters were sent to testing stations at City Island, N. Y., Yorktown, Va., and Norfolk, Va.

GENERAL CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR. 1917-19. 3 ft. 877

Letters, memoranda, and reports received and copies of those sent. The correspondence is with the Bureau of Construction and Repair, the Bureau of Supplies and Accounts, the Commandant of the Third Naval District, contractors and subcontractors, and members of the staff of the superintending constructor. Also included are inspection reports, certificates of tests, reports of material shipped, and bills of lading. Arranged alphabetically by initial letter of subject.

PARAVANE TEST CERTIFICATES AND DAILY RECORD OF RUNS. July-Oct. 1918; Apr.-May 1919. 3 in. 878

Copies of test certificates (the originals having been forwarded with the paravane shipments) showing type, number, maker, travel of hydrostatic valve, and spring strength of the paravane. With each test certificate is a dated certificate of the inspecting officer certifying that he had witnessed the test of the paravane and had passed it for service, and the accompanying data on which the certificate was based. The daily record of runs shows otter number, run number, result of test, and adjustments made. Arranged chronologically.



INSPECTION REPORTS ON OTTERS. June 1918-Mar. 1919. 9 in. 879

These reports consist of copies of general inspection reports on otters. They contain otter number, date inspected, weight, and remarks on items checked in making the inspection as well as copies of reports of inspection of damaged otters showing the condition of damaged otters at navy yards and the disposition made by the inspecting officer. Arranged by type of report and thereunder chronologically.

REPORTS OF INSPECTIONS OF OTTERS AT THE BOSSERT CORP. May-July 1918. 3 in. 880

Consist of a "General Inspection" section containing questions and answers on otters and a "Detailed Inspection" section containing more detailed questions and answers on dimensions and other data in connection with otters. Arranged chronologically.

REPORTS OF MATERIAL SHIPPED BY THE E. W. BLISS CO. Sept.-Nov. 1918. 1 in. 881

Copies of reports of paravane parts shipped to paravane testing stations, navy yards, and offices of the Emergency Fleet Corporation at various ports. They show route by which material was shipped, material shipped, name of addressee, date, and number and description of articles shipped. Arranged chronologically.

MISCELLANEOUS RECORDS. 1918-19. 2 in. 882

An unidentified office card file containing rough data on such topics as towing ropes, paravane tools, gravity bands, and spare parts; some rough data sheets labeled "general inspection record"; copies of a daily progress report of the Bossert Corp. showing by type the number of paravane bodies inspected and passed and their serial numbers, October 1918-January 1919, and copies of a record of shipments showing the railroad and car number and the numbers of the otters in each car, November 1918-January 1919; a daily report of the E. W. Bliss Co. showing the number of paravanes inspected and passed and the number shipped to the testing station, November 1918-March 1919; papers relating to the installation of paravane equipment; and a list of expenses incurred by the E. W. Bliss Co. incident to the manufacture of paravanes. Unarranged, except that the daily reports and record of shipments are arranged chronologically.

Records Relating to the Seattle Construction and Dry Dock Co.  
Seattle, Wash.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR RELATING TO THE BUSHNELL. 1913-16. 5 ft. 883

Letters and telegrams received, copies of letters and telegrams sent, and memoranda, reports, blueprints, and photographs. Arranged according to an alphabetical-numerical subject classification scheme and chronologically thereunder. Construction of the Bushnell was begun by the Moran Brothers Co., Seattle, and was completed by the Seattle Construction and Dry Dock Co.

MISCELLANEOUS RECORDS RELATING TO THE BUSHNELL. 1913-15. 2 ft. 884

Material orders and schedules, requisitions for supplies, bills of



lading, inspection calls on equipment, reports of hull weights and inspections, and related correspondence. Unarranged.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR RELATING TO THE F-3 AND THE F-4 (SUBMARINES NOS. 22 AND 23, RESPECTIVELY--FORMERLY THE PICKEREL AND THE SKATE). 1910-13. 2 ft. 885

Letters and telegrams received, copies of letters and telegrams sent, and memoranda, reports, blueprints, and photographs. Arranged according to an alphabetical-numerical subject classification scheme and chronologically thereunder. Construction of these vessels was begun by the Moran Brothers Co., Seattle, and was completed by the Seattle Construction and Dry Dock Co.

RECORDS OF THE SUPERINTENDING CONSTRUCTOR RELATING TO THE H-3 (SUBMARINE NO. 30--FORMERLY THE GARFISH). 1910-14. 2 ft. 886

Letters and telegrams received, copies of letters and telegrams sent, and other records including memoranda, reports, blueprints, and photographs. Arranged under the following subject headings: General File, which is arranged according to an alphabetical-numerical subject classification scheme; Material Orders and Inspection Calls, which includes copies of the orders for materials and correspondence arranging for inspections before acceptance; Payments, which includes the contractor's claims for installment payments under the contract and certificates by the contractor and the superintending constructor that the work had been done and payment had not previously been made; and Monthly Progress Reports, which shows the status of the construction and the percentage completed. Arranged in general chronologically under the above headings. Construction of this vessel was begun by the Moran Brothers Co., Seattle, and was completed by the Seattle Construction and Dry Dock Co.

CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR RELATING TO THE K-3 (SUBMARINE NO. 34). 1914. 3 in. 887

Letters and telegrams received, copies of letters and telegrams sent, and memoranda and reports pertaining to the following subjects in connection with the building and equipping of the K-3: the 19th and 20th payment installments under the contract, launching and docking of the vessel, final weights of the vessel's equipment, and trial runs. Included are monthly progress reports from April through September 1914 and an annual report of work done. Arranged in general chronologically under the above-mentioned subjects.

RECORDS OF THE SUPERINTENDING CONSTRUCTOR RELATING TO THE K-4 (SUBMARINE NO. 35--FORMERLY THE WALRUS). 1912-15. 2 ft. 888

Letters and telegrams received, copies of letters and telegrams sent, and other records including memoranda, reports, blueprints, and photographs. Arranged under the following subject headings: General File, which is arranged according to a subject-numeric classification scheme; Material Orders and Inspection Calls, which includes copies of orders for materials and correspondence arranging for inspections before acceptance by the Navy; Payments, which includes the contractor's claims for installment payment under the contract and certificates by the contractor and the superintending constructor that the work had been done and



payment had not previously been made; and Monthly Progress Reports, which shows the status of the construction and the percentage completed. The arrangement is chronological under the above subject headings. Construction of this vessel was begun at the Moran Brothers Co., Seattle, and was completed by the Seattle Construction and Dry Dock Co.

Records Relating to the William R. Trigg Co., Richmond, Va.

PROCEEDINGS OF THE BOARD ON CHANGES FOR THE SHUBRICK, THE STOCKTON, AND THE THORNTON. Mar. 14, Mar. 15, and May 8, 1901. 1 vol. 3 in. 889  
A daily record of the board's proceedings. Arranged chronologically.

Records Relating to the Union Iron Works, San Francisco, Calif.

REGISTER OF CORRESPONDENCE SENT BY THE SUPERINTENDING CONSTRUCTOR.

Jan. 1907-July 1908. 1 vol. 1/2 in. 890

Gives date of correspondence, type of communication, name of addressee, subject of correspondence, and file number. The correspondence to which this register refers has not been found. Arranged chronologically.

REGISTER OF CORRESPONDENCE RECEIVED BY THE SUPERINTENDING CONSTRUCTOR.

Mar. 1907-Aug. 1908. 1 vol. 1/2 in. 891

Gives date the correspondence was received, date of correspondence, correspondent's file number, type of communication (letter, endorsement, or telegram), name or office of correspondent, subject of communication, number of enclosures, and file number of correspondence. The correspondence to which this register refers has not been found. Arranged chronologically by date received.

CORRESPONDENCE CONTROL REGISTER OF THE SUPERINTENDING CONSTRUCTOR.

Apr. 1905-Dec. 1907. 1 vol. 1/2 in. 892

A register for correspondence withdrawn from the files showing file number of correspondence, subject of correspondence, name or initials of person withdrawing it, and name or initials of person refiling it. Arranged chronologically.

REGISTER OF EVENTS IN THE OFFICE OF THE SUPERINTENDING CONSTRUCTOR.

July 1906-Apr. 1908. 1 vol. 1/2 in. 893

Gives date and informal memoranda entries of events occurring in the office of the superintending constructor and at the Union Iron Works relating to the completion of construction on vessels. The entries pertain to personnel appointments, promotions, and transfers; trials of completed vessels; and meetings of the board on changes. Arranged chronologically.

CONTRACTS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR. 1887-1904. 1 vol. 1/2 in. 894

Copies of contracts of the Union Iron Works with the Navy Department for several cruisers, battleships, torpedo boat destroyers, and submarine torpedo boats showing names of contracting parties and terms of contracts. Arranged chronologically.



- REPORTS OF THE SUPERINTENDING CONSTRUCTOR REGARDING TESTS ON STEEL CASTINGS. Apr. 1900-May 1902. 1 vol. 3 in. 895  
This volume contains the following reports, kept by the superintending constructor: reports of physical tests of steel castings signed by the steel inspector; reports of chemical analyses of steel castings signed by the chemist of the Union Iron Works; reports of annealing signed by the steel inspector; and monthly reports of tensile tests of steel castings signed by the superintending constructor as the inspector. Some of these reports are for the Wyoming, the Ohio, and the Tacoma; other reports do not indicate the name of the vessel concerned. Arranged chronologically, with an index to the reports.
- PAY TABLES OF NAVY YARD EMPLOYEES. 1896. 1 vol. 1/4 in. 896  
This volume, a publication of the Navy Department, was sent to the office of the superintending constructor at the Union Iron Works in 1904. It contains tables showing the wages due employees for varying lengths of service at their respective rates of pay. Arranged numerically by per diem rate of pay.
- SCRAPBOOK OF NEWSPAPER CLIPPINGS. 1917-18. 1 vol. 1/2 in. 898  
Contains clippings from various newspapers relating to ship construction, strikes, wages, and labor relations at the Union Iron Works and elsewhere. Arranged in roughly chronological order.
- LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE CALIFORNIA. Jan. 1901-July 1903. 2 vols. 2 in. 899  
Press copies of letters sent. Arranged chronologically. There is an incomplete subject index to the first volume.
- CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE CALIFORNIA. Nov. 1900-Apr. 1902. 1 vol. 1/4 in. 900  
Copies of letters and endorsements sent and received by members of the board relating to their appointment as members. Arranged chronologically. This correspondence duplicates the correspondence described in entry 909.
- LETTERS SENT TO THE BUREAU BY THE BOARD ON CHANGES FOR THE CALIFORNIA. Dec. 1902-Feb. 1903. 1 vol. 1/4 in. 901  
Press copies of letters sent. Arranged chronologically.
- COMMUNICATIONS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE MILWAUKEE (CRUISER NO. 21). Apr. 1901-July 1903. 1 vol. 1 in. 902  
Press copies of letters and a few endorsements and telegrams sent. Arranged chronologically. There is an incomplete subject index.
- INDEX TO CHANGES ON THE MILWAUKEE. n.d. 4 in. 903  
A card index showing subject of change and a file or change number (a number and the letter "K," unidentified and not related to the numbers shown on the cards described in entries 918, 919, and 920). Arranged alphabetically by subject of change.



- LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR REGARDING THE PAUL JONES.  
 Oct. 1898-Sept. 1904. 3 vols. 3 in. 904  
 Press copies of letters sent. Arranged chronologically, with subject indexes in the volumes.
- LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR REGARDING THE PERRY.  
 Oct. 1898-Sept. 1904. 3 vols. 3 in. 905  
 Press copies of letters sent. Arranged chronologically, with subject indexes in the volumes.
- LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR REGARDING THE PREBLE.  
 Oct. 1898-Sept. 1904. 3 vols. 3 in. 906  
 Press copies of letters sent. Arranged chronologically, with subject indexes in the volumes.
- LETTERS SENT BY THE BOARD ON CHANGES FOR THE PERRY, THE PREBLE, AND THE PAUL JONES. May 1899-June 1902. 1 vol. 1 in. 907  
 Press copies of letters sent to the Chief of the Bureau of Construction and Repair concerning changes on these vessels, stating whether or not increased compensation was recommended and, if so, the amount recommended. Arranged chronologically, with an index in the volume.
- LETTERS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE SOUTH DAKOTA (CRUISER NO. 9). Jan. 1901-Apr. 1903. 1 vol. 1 in. 908  
 Press copies of letters sent. There is an incomplete subject index.
- CORRESPONDENCE OF THE BOARD ON CHANGES FOR THE SOUTH DAKOTA. Nov. 1900-Apr. 1902. 1 vol. 1/4 in. 909  
 Copies of letters and endorsements sent and received by members of the board relating to their appointment as members. Arranged chronologically. This correspondence duplicates the correspondence described in entry 900.
- COMMUNICATIONS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE WYOMING. Oct. 1901-June 1906. 3 vols. 3 in. 910  
 Press copies of letters and a few endorsements and telegrams sent. There is a subject index in each volume.
- COMMUNICATIONS RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE WYOMING. Oct. 1900-Oct. 1905. 5 vols. 1 ft. 911  
 Letters, telegrams, endorsements, and enclosures received. Most of the correspondence is from the Bureau of Construction and Repair, but there is some from other bureaus of the Navy Department, the Navy Yard at Mare Island, Calif., and other persons exclusive of the contractor. Arranged chronologically, with some documents slightly out of order. There is a subject index in each volume.
- LETTERS FROM THE CONTRACTOR TO THE SUPERINTENDING CONSTRUCTOR CONCERNING THE WYOMING. Dec. 1900-Sept. 1904. 2 vols. 2 in. 912  
 Letters received. Arranged chronologically, with subject indexes in the volumes. The index in the second volume is incomplete.



LETTERS SENT BY THE BOARD ON CHANGES FOR THE WYOMING. May 1899-

Aug. 1903. 1 vol. 1 in.

913

Press copies of letters sent to the Bureau. Included in the volume are a letter to the naval constructor at the Navy Yard, Mare Island, Calif., and one or two letters to the contractor relating to actions of the board. Arranged chronologically. There is an incomplete subject index.

RECORD OF CHANGES ON THE CHARLESTON AND THE SAN FRANCISCO. 1887-90.

2 vols. 2 in.

914

Shows date of submission of superintending constructor's letter concerning change, Bureau's change number (a note states these numbers were not initiated until May 23, 1888), nature of change, amount of increased or decreased cost determined by the board, date of reference of change to the board by the Bureau, date the change was authorized by the Bureau, date of board's report and date of report's approval by the Bureau, and the action of the Navy Department. Arranged by name of vessel (there is a separate volume for each vessel) and thereunder chronologically.

REPORTS OF THE BOARD ON CHANGES FOR THE OLYMPIA AND THE OREGON. 1890-97.

3 vols. 3 in.

915

Press copies of the board's reports on changes submitted to it. Included are press copies of some of the correspondence pertaining to convening the board or changing its membership, but this correspondence is incomplete. Arranged by name of vessel (there is one volume for the Olympia and two volumes for the Oregon) and chronologically within the volumes. Each volume has a subject index arranged alphabetically by initial letter of subject.

PROCEEDINGS OF THE BOARD ON CHANGES FOR THE TACOMA, THE WISCONSIN, AND THE WYOMING. 1894-1902. 3 vols. 3 in.

916

A daily record of the board's proceedings, together with copies of Navy Department or Bureau letters appointing, instructing, or changing membership of the board and endorsements on this correspondence. Arranged by name of vessel (there is one volume for each vessel) and thereunder chronologically. The last entry in the volume on the Tacoma is a record of changes on that vessel, showing change, date authorized by the Bureau, date of board's report and date of its approval by the Bureau, amount of increased or decreased cost determined by the board, and date the superintending constructor certified bills for changes. The record of changes on the Tacoma includes an incomplete index showing page number of the proceedings on which the changes were discussed.

REGISTER OF CORRESPONDENCE SENT BY THE BOARD ON CHANGES. July 1902-

July 1908. 1 vol. 1/2 in.

917

This register relates to a number of vessels. It shows date of correspondence, type of communication (letter, memorandum, etc), addressee, subject of correspondence, number of enclosures, and in a few instances the file number. The correspondence to which this register refers has not been found. The file numbers are the same as those on the cards described in entries 918, 919, and 920. Arranged chronologically.



RECORD OF CHANGES ON VESSELS. 1899-1907. 4 in. 918

A record on 4" x 6" pink cards showing subject of change, file reference or change number, date of letter of contractor or superintending constructor, dates of contractor's and superintending constructor's cost estimates, date of Bureau's approval or disapproval, date the change was referred to the board on changes, date of board's report, and date the bill for payment was certified. Arranged alphabetically by letters ("A" indicating the Ohio; "F," the Tacoma; "I," the California; "J," the South Dakota; and "K," the Milwaukee) and thereunder chronologically. The numbers are the same as the file or change numbers of the records described in entries 917, 919, and 920.

RECORD OF CHANGES ON THE MILWAUKEE, THE CALIFORNIA, AND THE SOUTH DAKOTA. 1901-7. 5 in. 919

A record on 4" x 6" blue cards showing subject of change, file reference or change number, date of letter of contractor or superintending constructor, dates of contractor's and superintending constructor's cost estimates, date of Bureau's approval or disapproval, date the change was referred to the board on changes, date of board's report, and date the bill for payment was certified. Arranged alphabetically by letters ("K" indicating the Milwaukee; "I," the California; and "J," the South Dakota) and thereunder chronologically. The numbers are the same as the file or change numbers of the records described in entries 917, 918, and 920.

INDEX TO CHANGES ON THE MILWAUKEE, THE OHIO, AND THE TACOMA. n.d. 6 in. 920

An index on 4" x 6" white cards showing subject of change and a file reference or change number. These numbers are preceded by letters ("K" indicating the Milwaukee; "A," the Ohio; and "F," the Tacoma). The numbers are the same as the file or change numbers of the records described in entries 917, 918, and 919. Arranged by name of vessel and thereunder alphabetically by subject of change.

REGISTER IN THE OFFICE OF THE SUPERINTENDING CONSTRUCTOR RELATING TO APPROVED CHANGES ON VESSELS. Apr. 1901-June 1908. 1 vol. 1/2 in. 921

Gives the following information concerning changes approved on the California, the South Dakota, and the Milwaukee: change number (file numbers shown in entry 918), nature of change, date and file number of letter from the Bureau of Construction and Repair approving change, date of report by the board on changes, date the board's report was approved by the Bureau, amount of increase or decrease in compensation, and date the bill for the changes was certified and forwarded to the Bureau. Arranged by name of vessel and thereunder in roughly chronological order. There is an index to the names of the vessels.

REPORTS OF EXPENDITURES FOR LABOR AND MATERIALS ON THE OHIO AND THE WISCONSIN. 1896-1902. 2 vols. 1/2 in. 922

Monthly and weekly reports of expenditures for labor and materials used in the construction of these vessels showing wages paid to blacksmiths, carpenters, fitters, machinists, and riggers; their hours of employment; and the quantity and cost of angles, beams, lumber, paints, castings, and similar construction materials expended. Arranged by type of labor or kind of material and thereunder chronologically, with an alphabetical index at the front of the volume.



Records Relating to the Wolff and Zwicker Iron Works, Portland, Oreg.

COMMUNICATIONS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE  
DAVIS (TORPEDO BOAT NO. 12). Nov. 1896-Jan. 1899. 1 vol. 1 in.

923

Press copies of letters, telegrams, and a few endorsements sent primarily to the Bureau, but including a few sent to other correspondents (except to the contractor). Arranged chronologically. There is a subject index.

LETTERS SENT TO THE CONTRACTOR BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE DAVIS. Nov. 1896-Jan. 1899. 1 vol. 1 in.

924

Press copies of letters sent. Arranged chronologically.

LETTERS FROM THE CONTRACTOR TO THE SUPERINTENDING CONSTRUCTOR CONCERNING THE DAVIS. Nov. 1896-Jan. 1899. 1 vol. 1/2 in.

925

Letters received, including several addressed to the Bureau of Construction and Repair, most of which are stamped "received" by the superintending constructor. Arranged chronologically. There is an incomplete subject index.

LETTERS AND TELEGRAMS SENT BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE FOX (TORPEDO BOAT NO. 13). Nov. 1896-Mar. 1899. 1 vol. 1 in.

926

Press copies of letters and telegrams sent primarily to the Bureau, but including a few sent to other correspondents (except to the contractor). Arranged chronologically. There is a subject index.

LETTERS SENT TO THE CONTRACTOR BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE FOX. Nov. 1896-Mar. 1899. 1 vol. 1 in.

927

Press copies of letters sent. Arranged chronologically.

LETTERS FROM THE CONTRACTOR TO THE SUPERINTENDING CONSTRUCTOR CONCERNING THE FOX. Nov. 1896-Mar. 1899. 1 vol. 1/2 in.

928

Letters received, including several addressed to the Bureau of Construction and Repair and to the Secretary of the Navy, most of which are stamped "received" by the superintending constructor. Arranged chronologically. There is an incomplete subject index.

CORRESPONDENCE RECEIVED BY THE SUPERINTENDING CONSTRUCTOR CONCERNING THE DAVIS AND THE FOX. Nov. 1896-Mar. 1899. 1 vol. 1 in.

929

Letters, telegrams, and a few endorsements received. This correspondence pertains primarily to the construction of the Davis, but it includes correspondence relating to both the Davis and the Fox, which were under construction at the same time. Most of the correspondence is from the Bureau, but there are a few letters from other correspondents, such as the naval constructor at the Navy Yard, Mare Island, Calif. Arranged chronologically.

Records Relating to the Construction of the Dolphin, the Chicago, the Boston, and the Atlanta

On July 3, 1883, contracts for the construction of a dispatch boat,



the Dolphin, and three steel cruisers, the Chicago, the Boston, and the Atlanta, were let to John Roach, Morgan Iron Works, New York, N. Y. The vessels were to be built under the advice and supervision of the Naval Advisory Board. The Dolphin was built at the Delaware River Iron Shipbuilding Co., Chester, Pa., and was completed early in 1885. The Navy Department at first refused to accept the Dolphin because of defects in construction and the failure of the vessel to develop the stipulated steampower, but after prolonged negotiations between the Department and John Roach, the builder, the Dolphin was accepted conditionally. Roach started construction on the Chicago and the Boston at the Delaware River Iron Shipbuilding Co. and on the Atlanta at the Morgan Iron Works. While he was involved in the dispute with the Navy Department over the Dolphin, Roach failed in business and made an assignment. Since he was unable to complete the Chicago, the Boston, and the Atlanta, the Navy Department, in accordance with the contracts for the vessels, took possession of them and proceeded to complete them, under the supervision of the Naval Advisory Board, at the contractor's yards, employing the foreman and labor force of the contractor. When the vessels were completed a few years later they were delivered to the New York Navy Yard.

LETTERS SENT BY THE INSPECTORS OF HULLS. Aug. 1883-Dec. 1888. 10 vols. 1 ft. 930

Press copies of letters sent by the Naval Advisory Board's inspectors of hulls. There were two inspectors, both of whom were stationed at Chester, Pa., until about February 1885, when one was transferred to the Morgan Iron Works, New York City. By December 1888 both inspectors were at the New York Navy Yard. For most of the time one inspector was responsible for inspection and supervision of construction on the Dolphin and the Chicago and the other inspector, for the Boston and the Atlanta. Many of the letters were sent to the Naval Advisory Board. Only one letter is dated later than June 1888. The letters-sent books are in two series corresponding in general to the division of responsibility between the two inspectors. Both series are arranged chronologically. One volume of the series on the Boston and the Atlanta, for the period March-December 1885, covers the same period included in two other volumes and duplicates some of the material contained in them. There is a subject index in each volume.

LETTERS AND TELEGRAMS RECEIVED BY THE INSPECTORS OF HULLS. Aug. 1883-Aug. 1888. 10 vols. 2 ft. 931

These letters and telegrams are arranged chronologically with other correspondence received by the two inspectors and filed in the same volumes except for the last two volumes (for the period July 1886-August 1888) when the correspondence received by each inspector is in separate volumes. Eight of the volumes have subject indexes, but the index for one of them is incomplete.

LETTERS SENT BY THE INSPECTOR OF MACHINERY TO THE NAVAL ADVISORY BOARD. Sept. 1883-July 1886. 1 vol. 1 in. 932

Press copies of letters sent regarding the Dolphin, the Chicago, the Boston, and the Atlanta. Arranged chronologically. There is a register, arranged alphabetically by initial letter of subject, giving number of letter, page number, date, and subject of correspondence.



LETTERS AND TELEGRAMS SENT BY THE INSPECTOR OF MATERIAL AT THE PHOENIX IRON CO., PHOENIXVILLE, PA. Sept. 1883-Dec. 1884. 1 vol. 1/2 in.

933

Press copies of letters and telegrams sent relating to the tests and inspections of steel supplied by the Phoenix Iron Co. and the Cambria Iron Co. for the Dolphin, the Chicago, the Boston, and the Atlanta. Most of the correspondence was sent to the Naval Advisory Board. Arranged chronologically.

LETTERS TO THE SECRETARY OF THE NAVY REGARDING NEW VESSELS. May-Sept. 1884. 1 vol. 1 in.

934

Copies of a few letters from the President of the Naval Advisory Board to the Secretary of the Navy regarding the designs and dimensions of a new dispatch boat and new steel cruisers. The names of the vessels are not shown, but this correspondence evidently concerns the Dolphin, the Chicago, the Boston, and the Atlanta. Arranged chronologically.

REPORT OF THE BOARD APPOINTED TO EXAMINE THE CHICAGO, THE BOSTON, AND THE ATLANTA. 1885. 1 in.

935

A copy of the board's report to the Chief of the Bureau of Construction and Repair on the condition of the hulls of these vessels, with inventories of materials and fittings belonging to the vessels. Arranged by name of vessel.

The contracts for the construction of these steel cruisers having been declared forfeited by the contractor, John Roach of New York, N. Y., a board of naval constructors, of which Lieut. R. W. Steel was president, was appointed to meet at the Delaware River Iron Shipbuilding Co. on August 12, 1885, to examine the Chicago and the Boston at Chester, Pa., and the Atlanta at New York, N. Y., and to report on the condition of the hulls, materials, and fittings of these vessels.

LETTERS AND TELEGRAMS SENT BY THE NAVAL CONSTRUCTOR CHARGED WITH COMPLETION OF CONSTRUCTION OF THE BOSTON AND THE CHICAGO. Nov. 1885-Oct. 1887. 1 vol. 1 in.

936

Copies of letters and telegrams sent by the naval constructor at the Delaware River Iron Shipbuilding Co., Chester, Pa. Included at the beginning of the volume are two letters, dated in August 1885, which were sent by the naval constructor as president of the board appointed to examine the steel cruisers--the Chicago, the Boston, and the Atlanta. Arranged chronologically, except that many telegrams and a few letters which were omitted from their regular place appear at the end of the volume. One letter is dated in June 1888. There is a subject index.

COMMUNICATIONS RECEIVED BY THE NAVAL CONSTRUCTOR CHARGED WITH COMPLETION OF CONSTRUCTION OF THE BOSTON AND THE CHICAGO. Oct. 1885-July 1887. 2 vols. 2 in.

937

Copies of letters and telegrams received by the naval constructor at the Delaware River Iron Shipbuilding Co. Arranged chronologically, with subject indexes. There are a few references to the Atlanta in the letters. One letter is dated in June 1888.



CORRESPONDENCE OF THE SUPERINTENDING CONSTRUCTOR AT CHESTER, PA. 1885-87.  
1 in. 938

Copies of letters sent by Lieut. R. W. Steele to the Bureau of Construction and Repair and to the assignees of John Roach, and copies of a few letters received relating to the Boston, the Chicago, and the Atlanta, and to personnel and other administrative matters at the Delaware River Iron Shipbuilding Co. Arranged chronologically.

CORRESPONDENCE RELATING TO THE ATLANTA, THE BOSTON, AND THE CHICAGO.

Sept. 1886-Mar. 1887. 1 vol. 1/2 in. 939

Most of the correspondence in this volume consists of copies of letters received from the Secretary of the Navy authorizing and directing the Chief of the Bureau of Construction and Repair to carry out the Naval Advisory Board's recommendations concerning work to be done on the hulls of the three cruisers. There are also some copies of letters sent to the Secretary of the Navy and to chiefs of other bureaus of the Navy Department concerning work on these vessels, with the replies thereto. Arranged chronologically, with a subject index in the volume.

PLANS OF THE DOLPHIN, THE CHICAGO, THE BOSTON, AND THE ATLANTA. 1883-85.  
9 in. 940

Plans--mostly in the form of tracings--of decks, machinery, electrical and other apparatus and equipment, of arrangement of the vessels, and of gun equipments and arrangements (plans for the latter were prepared by the Bureau of Ordnance). Many of the plans are stamped "received and approved by the Naval Advisory Board," some were submitted by the naval constructors assigned to complete the cruisers, and others are plans of proposed alterations submitted by boards on changes for particular vessels. Most of the plans are numbered. They are arranged in part numerically and in part by name of vessel.

RECORD OF SUPPLIES AND MATERIALS RECEIVED FOR THE ATLANTA AND THE BOSTON.  
1885-86. 1 vol. 1/2 in. 941

Lists supplies and construction materials received for these vessels and shows their quantity and cost. Arranged chronologically.

RECORD OF PURCHASES FOR THE ATLANTA AND THE BOSTON. 1885-86. 1 vol.  
1/2 in. 942

Contains brief synopses of correspondence relating to supplies and materials purchased for use in the construction of these vessels. It shows from whom the material was bought and the kind, quantity, and cost of the material. Most of the entries in this volume bear file numbers to an unidentified correspondence file.

RECORD OF THE COST OF LABOR AND MATERIAL FOR THE CHICAGO, THE BOSTON,  
AND THE ATLANTA. 1885-87. 2 vols. 3 in. 943

These volumes show name of vessel, ship's departments and number of days of labor and cost of labor performed therein, and a description and quantity of materials used and their costs. Arranged by name of vessel and thereunder chronologically. The two volumes contain duplicate entries. There is a note in one of the volumes, dated February 1888, stating that because of clerical errors in the report of the Chicago a new book was made out.



ACCOUNTS FOR CONSTRUCTION OF THE CHICAGO AND THE BOSTON. n.d. 1 vol. 1 in. 944

This volume shows name of vessel and thereunder names of companies (apparently those furnishing supplies or services), and amounts paid. Arranged by name of vessel, the volume relating for the most part to the Chicago. Dates of the accounts are not shown, but inserted in the volume are copies of a few items of correspondence, dated in 1885 and 1886, with the naval constructor at Chester, Pa., relating to the Chicago, the Boston, and the Atlanta.

LISTS OF BILLS FOR MATERIALS FOR THE CHICAGO, THE BOSTON, AND THE ATLANTA. 1886-87. 1 vol. 1/2 in. 945

This volume contains lists of bills for materials used in the construction of these vessels showing number of bill, name of contractor presenting it, and amount. Arranged by name of vessel and thereunder numerically by number of bill.

DESCRIPTION OF WORK ON THE CHICAGO. n.d. 1 vol. 1 in. 946

In this volume, under the heading "Description of Work," are notations as to the part of the vessel worked on (such as ammunition room and spare deck), followed by data on weights of the vessel in connection with the center of gravity.

TIME BOOK AND RECORD OF EXTRA WORK ON THE DOLPHIN, THE ATLANTA, AND THE CHICAGO. 1884-86. 1 vol. 1/4 in. 947

This volume shows names of laborers, teamsters, riggers, and carpenters employed on these vessels; a brief synopsis of the work performed by them; and number of hours, cost, and dates of their employment. It also contains lists of extra work performed on these vessels showing dates such work was recommended, approved, and accomplished, and cost of the work. Arranged by name of vessel and thereunder chronologically, with an alphabetical index to names of vessels in the front of the volume.

SUMMARIES OF PAYROLLS OF EMPLOYEES ON THE CHICAGO, THE BOSTON, AND THE ATLANTA. 1885-86. 1 vol. 1 in. 948

Weekly summaries of the superintending constructor's office relating to personnel employed as draftsmen, machinists, carpenters, blacksmiths, boilermakers, and laborers on these vessels and showing classes of personnel employed, number of days engaged, amount of money expended, and type of work performed. Arranged chronologically.

MISCELLANEOUS RECORDS RELATING TO THE CHICAGO, THE BOSTON, AND THE ATLANTA. 1885-87. 2 in. 949

Copies of telegrams sent and received, bills and other accounting papers, data regarding the cost of extra work, and a few personnel lists. Unarranged.

#### Miscellaneous Records

PAYROLLS OF EMPLOYEES UNDER THE BUREAU OF CONSTRUCTION AND REPAIR AT CHESTER, PA. Nov. 1865-June 1887. 2 vols. 3 in. 950

Weekly payrolls of employees showing name, occupation, number of days



worked, rate of pay per day, aggregate amount of pay, amount due, and amount paid. These appear to be payrolls of a shipyard, the name of which is not shown. Arranged chronologically.

REPORT OF ORDERS RECEIVED BY THE NAVAL CONSTRUCTOR. Jan. 1876-May 1883.  
2 vols. 2 in. 951

A report of orders for work on vessels or for material and equipment, showing date received, subject of order, and degree of completion. The name or station of the naval constructor is not shown. Arranged chronologically.

LISTS OF PERSONNEL. 1878-83. 1 vol. 1/4 in. 952

This volume relates to personnel employed at an unidentified navy yard or private construction company. It lists the names of employees and their occupations. Arranged alphabetically by initial letter of name of employee.

TIME BOOK AND RECORD OF MATERIALS RECEIVED OR INSTALLED. 1898-99.  
1 vol. 1/4 in. 953

This volume relates to personnel and to the receipt or installation of materials at an unidentified navy yard or private construction company. It lists the names of a few individuals and the dates and hours of their arrivals and departures. It also lists the kind, quantity, and date of receipt or installation of iron and steel castings and similar construction materials. Arranged chronologically and thereunder by type of construction material. There is an index arranged alphabetically by initial letter of name of article.

TIME BOOK. 1899-1903. 1 vol. 1 in. 954

Shows name of employee, time of his arrivals and departures, and amount of time to his credit. This information appears to relate to employees at a shipyard, the name of which is not shown. Arranged by name of employee and thereunder chronologically.

TIME RECORD OF EMPLOYEES. 1900-1903. 1 vol. 1 in. 955

A daily record showing name of employee, time of his arrivals and departures, time absent, and overtime. This information appears to relate to employees at a shipyard, the name of which is not shown. Arranged by name of employee.

TIME BOOK AND LEAVE RECORD. 1903-5. 1 vol. 1/2 in. 956

This volume contains time and leave records for a small number of draftsmen, copyists, and similar personnel at an unidentified navy yard or private construction company. It shows days worked, absences, time of arrivals and departures, leave accrued and used, and related information. Arranged by name of person and thereunder chronologically, with an alphabetical index to names of individuals in the front of the volume.

TRAVEL AND MILEAGE BOOK. 1917-18. 1 vol. 1/2 in. 957

This volume is a record of distances traveled and costs incurred by a few individuals in the Boston, Mass., area. It shows date of travel, destination, route, mileage covered, time of arrivals and departures, and



expenses entailed. Arranged by name of person and thereunder chronologically.

CORRESPONDENCE REGARDING CHANGES ON SUBMARINES. 1924-26. 3 in. 958

Letters and memoranda received and copies of communications sent by several boards on changes generally meeting in Philadelphia, Pa., or Quincy, Mass., to determine awards in connection with changes on submarines. These boards all had one member in common and these records are probably those of this member. Arranged chronologically.

RECORD OF PLANS RECEIVED AND DELIVERED. n.d. 1 vol. 1 in. 959

A list of plans received showing title of plan, name of ship, date it was received (month and day), from whom it was received (generally the Bureau but occasionally a person), kind of plan (whether a blueprint, tracing, or drawing), and remarks (use made of the plan or a notation that it was to be returned to the Bureau); and a list of plans delivered showing title of plan, name of ship, date it was sent (month and day), to whom it was sent (Bureau or person), kind of plan (whether a blueprint, tracing, or drawing), and remarks (usually a notation of date plan was received). Arranged chronologically by month (the years are not shown) and thereunder according to whether the plan was received or delivered. The volume is not further identified.

TIME BOOKS. n.d. 2 vols. 2 in. 960

One of these volumes shows name of employee, date of absence or length of time employed during the day, and remarks; the other volume shows name of employee, time absent, time earned, amounts deducted from holiday account or from pay, and remarks. The volumes appear to relate to the same shipbuilding company, the name of which is not shown. Both volumes are arranged by name of employee.

INDEX. n.d. 1 vol. 1/4 in. 961

A subject index probably to records of a superintending constructor at a shipyard. The volume is not further identified.

#### RECORDS RELATING TO THE INTERNATIONAL CONFERENCE ON SAFETY OF LIFE AT SEA

The International Conference on Safety of Life at Sea was held in London from April 16 to May 31, 1929. It was attended by the representatives of some 18 nations and had as its purpose the revision of the international convention for the safety of life at sea, signed in London on January 20, 1914. The Conference set forth requirements for watertight subdivisions and decks, fire-resistant bulkheads, pumping apparatus, and other safety devices and made recommendations on the installation of radio apparatus and adequate lifeboat facilities on board vessels. It also dealt with the related subjects of distress signaling, ice patrols, safety inspections, and the shipment of dangerous goods in cargoes. Rear Adm. George H. Rock, then Assistant Chief of the Bureau of Construction and Repair, was one of the American delegates to the Conference, serving as chairman of the Construction Committee and as a member of the Committee on Life Saving Apparatus.



Minutes of the meetings of the American delegation to the Conference and the meetings of the Committees on Construction, Lifesaving Apparatus, Radiotelegraphy, and Safety of Navigation and of their respective sub-committees, together with stenographic notes and working papers; copies of the final published reports of committees and of minutes of the proceedings of the Conference; technical reports on bulkheads, lifesaving devices, merchant ship surveys, construction regulations, fire extinguishing appliances, and tank and compartment flooding calculations; notes on informal conferences and on press releases; proposals for the revision of the international convention of 1914 and of similar conventions previously entered into, and rough drafts and revised copies of proposed conventions; confidential letters from the Department of State to the American delegates; personal correspondence of Admiral Rock relating to the Conference, including letters received and copies of letters sent; and miscellaneous material on a variety of subjects including tonnage laws and tonnage measurement, safety ventilators, life preservers, navigation aids, and methods of signaling, together with related diagrams, drawings, photographs, and blueprints. Included are a number of technical publications and material, dated before 1928, on previous conventions and conferences on lifesaving at sea. Arranged by type of record.

#### RECORDS OF THE BUREAU OF ENGINEERING

This Bureau, originally designated the Bureau of Steam Engineering, was responsible for all that related to the designing, building, fitting out, repairing, and engineering of the steam machinery used for the propulsion of naval vessels, including steam pumps, steam heaters, and connections, and the steam machinery for the apparatus by which turrets were turned. The officers serving with the Bureau constituted the Engineer Corps until March 3, 1899, when by act of Congress the Engineer Corps was abolished and the officers composing it were transferred to the line of the Navy. When the Bureau of Equipment was abolished in 1910 the Bureau of Steam Engineering received the following additional functions that were formerly assigned to the Bureau of Equipment: maintenance and repair of coaling plants not at navy yards, operation of all mechanical coaling plants whether at a navy yard or elsewhere, and passing on the operating features of all plans that were prepared by the Bureau of Yards and Docks for the construction of such plants; and responsibility for the entire system of interior communications--specifically, the design, supply, installation, maintenance, and repair of all means of interior and exterior electric signal communications, except rangefinders and battle-order and range transmitters and indicators, and of all electrical appliances on board naval vessels, except motors and their controlling apparatus used to operate machinery belonging to other bureaus.

The functions of the Bureau of Steam Engineering underwent other changes because of new developments and changing techniques in connection with naval matters. Two particularly important developments that affected the Bureau during the 20th century were the gradual change from the use of coal to the use of oil as fuel for the fleet and the advent of naval aviation. During the World War I period the Bureau's functions



were as follows: to have charge of the design, construction, maintenance, and repair of aircraft machinery and of all steam, electric, and other types of engines, machinery, and apparatus used for the propulsion of naval vessels; to have charge of steam pumps, heaters, and connections on ships and of machinery supplying power for turning turrets; to have charge of the design and supply of electrical apparatus, including radio apparatus for aircraft and for ship and shore installations; to prepare specifications for and to inspect fuel and to have general supervision over naval petroleum reserves; and to prepare blank forms for engineering reports and to review those reports. The internal organization of the Bureau of Engineering was changed from time to time. In 1918 the Bureau was organized into the following divisions: Design, Repairs, Electrical, Radio, Inspection, Supply, Fuel and Personnel, Aeronautics, and Logs and Records.

The Bureau of Engineering maintained a field organization that included supervising engineers stationed at shipyards to oversee the construction and installation of ships' machinery, and inspectors of machinery and of engineering materials stationed at shipyards and other points to see that machinery and materials met the required specifications. In connection with the building of ironclad vessels during the Civil War, the Office of the General Inspector of Steam Machinery for the Navy (also called General Inspector of Ironclads) was established in New York City under an officer of the Engineer Corps. Although the General Inspector of Steam Machinery was the principal assistant to the General Superintendent of Ironclads (who was independent of the Bureau of Steam Engineering), copies of his reports were forwarded to the Chief of the Bureau. After 1888 boards of engineer officers were appointed at shipyards to appraise the cost of changes in the machinery of vessels under construction. The organization of these boards on changes was similar to that of the boards under the Bureau of Construction and Repair. Before World War I, for purposes of inspection by the Bureau of Steam Engineering, the industrial territory of the United States in the East and Midwest was divided into inspection districts, usually nine in number although the number varied slightly from time to time, each with a main office and as many sub-offices as necessary. The duties of inspectors were as follows: to conduct inspections of materials purchased in their districts for the Bureau of Engineering and, as requested, for other bureaus of the Navy Department; to submit suggestions to the Bureau leading to improvements in specifications for machinery and apparatus, in methods of making contracts, in methods of conducting tests and inspections, and in office procedure in connection with the inspection service; and to submit recommendations as to the use of new materials and devices for naval purposes. The Office of the General Inspector of Machinery was established in the Bureau in Washington, D. C., for general supervision of the field inspection of naval materials and machinery. The number of inspection districts was considerably increased as a result of World War I. In 1919 the Bureau had 15 district offices under inspectors of engineering materials, with headquarters in all the larger cities including San Francisco, and inspectors of machinery stationed at 23 shipbuilding and manufacturing firms.

An act of Congress approved June 4, 1920, changed the name of the Bureau of Steam Engineering to the Bureau of Engineering, partly because



of the increasing use of oil-burning machinery over steam machinery. At the time the Bureau was abolished in 1940 its duties had increased to include all that pertained to the designing, building, fitting out, repairing, and altering of machinery and its related equipment used for the propulsion of naval ships and to the following machinery not associated with propulsion equipment: pumps (except motor-driven pumps for drainage and for distribution of fresh water for use in ships), distilling apparatus, refrigerating apparatus (except for small self-contained units), steam and electric heaters, air compressors (except those required for adjusting and diving on submarines and those for galley use), all steam connections and piping on ships, and all small powerboat machinery. The Bureau had jurisdiction over all that related to electric generating sets and storage batteries, the generation and distribution of electric power on board ship for all purposes, all means of interior communication, electrical methods of signaling, and other electrical apparatus on board ship; and it was charged with the design, manufacture, installation, and maintenance of all radio and sound equipage, ashore and afloat. The Bureau inspected all fuel for the fleet, prepared recommendations for the purchase on annual contracts of consumable engineering supplies and conducted tests for determining the quality which these supplies must meet, prepared the specifications for the yearly contract under which lubricating oil was purchased by the Navy and by all other Federal activities, and supervised the upkeep and operation of the Naval Research Laboratory, Anacostia, D. C., the Engineering Experiment Station, Annapolis, Md., the Naval Boiler Laboratory, Philadelphia, Pa., and, jointly with the Bureau of Construction and Repair, the Material Laboratory of the New York Navy Yard.

The records of the Bureau of Engineering in the National Archives include correspondence of the office of the Chief of the Bureau; laboratory test reports of engineering materials and machinery; plans of ships' machinery and technical records relating to machinery; records relating to supplies, equipment, and accounts; records of a few divisions of the office of the Chief of the Bureau and of boards of officers; correspondence of engineer officers at private shipyards, and other field records; and miscellaneous items. A few series include records antedating the Bureau's establishment or postdating its abolition. Records of the Bureau of Engineering relating to aviation, 1914-22, are among the records of the Bureau of Aeronautics (Record Group 72), and two volumes of earlier records are among the Naval Records Collection of the Office of Naval Records and Library (Record Group 45).

#### GENERAL RECORDS OF THE OFFICE OF THE CHIEF OF THE BUREAU

##### Correspondence, Reports, and Related Records

LETTERS SENT TO THE SECRETARY OF THE NAVY. 1862-87. 2 vols. 5 in.

963

Copies of letters sent. The letters after 1884 are mainly duplicates of press copies in the correspondence described in entry 977, but a few additional letters are also included. Arranged chronologically. There is an index arranged alphabetically by initial letter of subject and name



of vessel, and a register arranged chronologically giving a brief of the contents of the correspondence and the page numbers.

LETTERS SENT TO CHIEFS OF BUREAUS. 1864-90. 1 vol. 2 in. 964

Copies of letters sent to chiefs of Navy Department bureaus. The letters after 1884 are mainly duplicates of press copies in the correspondence described in entries 977 and 979, but they also include a few additional letters not contained in these series. Arranged chronologically, with an index arranged alphabetically by initial letter of subject and name of bureau.

LETTERS SENT TO ENGINEERS. July 1862-Sept. 1881. 1 vol. 2 in. 965

Copies of letters sent to naval engineers serving at navy yards and on ships concerning contracts, tests, specifications, requisitions for materials, and related subjects pertaining to the construction and repair of steam machinery. Arranged in roughly chronological order, with an index arranged alphabetically by initial letter of name of officer and vessel.

LETTERS SENT TO NAVAL OFFICERS. July 1862-Apr. 1870. 1 vol. 2 in. 966

Copies of letters sent to commanding officers of squadrons, ships, and navy yards, and occasionally to naval storekeepers, concerning the construction and repair of steam machinery, procurement of materials, changes in specifications and designs, and related subjects. Arranged in roughly chronological order, with an index arranged alphabetically by initial letter of name of officer and vessel.

LETTERS SENT TO NAVY AGENTS, PAYMASTERS, AND PAY INSPECTORS. Aug. 1862-Dec. 1872. 1 vol. 2 in. 967

Copies of letters sent concerning requisitions for funds, procurement of materials, purchases, payments, and prices. Arranged in roughly chronological order, with an index arranged alphabetically by initial letter of name of officer and vessel.

LETTERS SENT TO CONTRACTORS. July 1862-Dec. 1864. 1 vol. 2 in. 968

Copies of letters sent to shipbuilders, foundries, and ironworks concerning contracts for engines, boilers, and steam machinery, specifications, and procurement of materials. Arranged in roughly chronological order, with an index arranged alphabetically by initial letter of name of contractor and vessel.

LETTERS SENT TO THE COMMANDANT OF THE NORFOLK NAVY YARD. 1870-86. 1 vol. 3 in. 969

Copies of letters sent relating to a wide variety of subjects coming within the jurisdiction of the Bureau of Steam Engineering. The letters after 1884 are mainly duplicates of press copies found in the correspondence described in entry 977, but a few additional letters are also included. Arranged chronologically, with an index arranged alphabetically by initial letter of subject and name of vessel, and a register arranged chronologically giving a brief of the contents of the correspondence and the page numbers.



LETTERS RECEIVED. July 1861-July 1864; Jan. 1865-July 1868; Jan. 1870-June 1872. 2 vols. 8 in. 970

Letters received from engineers, naval officers, and others pertaining mainly to personnel transactions (assignments, promotions, complaints and transfers), but including a few letters concerning such matters as improvements to machinery, the condition of equipment aboard various vessels, and requests for technical information. Arranged in roughly chronological order. The correspondence after January 1870 is fragmentary and does not comprise a complete series of letters received.

LETTERS AND REPORTS RECEIVED FROM SUPERINTENDING ENGINEERS. July 1862-Jan. 1863. 1 vol. 2 in. 971

Letters and reports from chief engineers at navy yards and shipyards concerning the progress of work on machinery being constructed under their supervision. Some of them were sent to Rear Adm. F. H. Gregory, General Superintendent of Ironclads in New York, and submitted by him to the Chief of the Bureau of Steam Engineering. Arranged chronologically, with an index to names of persons and vessels.

LETTERS RECEIVED FROM OFFICERS. July 31, 1863-Dec. 24, 1863. 1 vol. 2 in. 972

Letters received from engineers, navy agents, and other naval personnel, including reports of surveys of boilers and machinery, inspection and quarterly reports, diagrams and drawings of vessels and machinery, and correspondence pertaining to contracts, improvements in design, and repairs. Arranged in roughly chronological order, with an index arranged alphabetically by initial letter of name of officer and vessel.

LETTERS RECEIVED FROM MANUFACTURERS. Aug. 2, 1862-Dec. 19, 1862. 1 vol. 2 in. 973

Letters received from officials of foundries, ironworks, and shipyards pertaining to contracts for engines, boilers, and steam machinery, and to specifications, delivery dates, and related subjects. Arranged in roughly chronological order.

REPORTS OF INSPECTORS OF MACHINERY FOR IRONCLAD STEAMERS. Sept. 1862-Oct. 1864. 10 vols. 2 ft. 974

Weekly and biweekly reports from engineer officers serving as local inspectors on the status and progress of work under their supervision and on the number of men employed. The reports were made to the General Inspector of Steam Machinery at New York, who transmitted them to Rear Adm. F. H. Gregory, General Superintendent of Ironclads, with lists of the reports transmitted. They were then forwarded by Admiral Gregory to the Chief of the Bureau of Steam Engineering. Arranged chronologically, with indexes to names of persons and vessels in the volumes.

REPORTS OF INSPECTORS OF MACHINERY FOR IRONCLAD STEAMERS. Dec. 1862-Dec. 1863. 5 vols. 1 ft. 975

Semimonthly reports of engineer officers, serving as local inspectors, on the status and progress of work under their supervision and the number of men employed. They were submitted to the Chief of the Bureau of Steam Engineering or to the General Inspector of Ironclads at New York,



who transmitted them to the Chief of the Bureau. Arranged chronologically, with indexes to names of persons and vessels in the volumes. The dates of some of the volumes overlap, but the reports are not duplicated.

PROGRESS OF WORK REPORTS. 1862-66. 9 ft. 976

Monthly reports on the progress of machinery construction and installation on board naval vessels, submitted by chief engineers and assistant engineers at various shipyards and naval stations. Arranged in roughly chronological order and thereunder by name of vessel.

GENERAL CORRESPONDENCE. 1885-87. 36 vols. 11 ft. 977

Letters received and press copies of letters sent. Arranged numerically by file number. For registers to the letters received in this correspondence, see entry 978.

REGISTER OF LETTERS RECEIVED. 1881-88. 2 vols. 4 in. 978

These volumes show date of letter, date it was received, name and address (or station) of writer, subject matter or vessel concerned, a brief of letter's contents, and, after 1884, file numbers of the general correspondence series described in entry 977. The correspondence referred to in the register before 1885 has not been found. Arranged chronologically.

LETTERS SENT. Jan. 1888-June 1910. 401 vols. 75 ft. 979

Press copies of letters sent to all correspondents. Arranged chronologically by year and thereunder numerically by file number. For indexes to this correspondence, see entries 981, 982, and 983.

LETTERS RECEIVED. Jan. 1888-June 1910. 549 vols. and unbound papers. 275 ft. 980

Arranged chronologically by year and thereunder numerically by file number. The letters received after April 1908 are unbound. For letters received relating to individual vessels, January-December 1910, see entry 987. For indexes to this correspondence, see entries 981, 982, and 983.

INDEXES TO CORRESPONDENCE. Jan. 1888-June 1910. 37 vols. 10 ft. 981

Indexes to letters received and sent showing name of correspondent, date the letter was received or sent, subject of correspondence, a brief of its contents, and file numbers of letters in the correspondence series described in entries 979 and 980. The volumes are arranged chronologically by year.

The entries in each volume are arranged in general by office or station of correspondent (Navy Department bureaus, office of the Secretary of the Navy, other Government agencies, navy yards, shipbuilding firms, and vessels of the fleet) and thereunder chronologically. Each volume also contains a general alphabetical name index to letters sent to and received from correspondents that are not otherwise entered. Many of the volumes contain an "index to index," arranged alphabetically by subject, showing page numbers on which references to the subject appear. In 1898 the system of using two index volumes for each year was begun. One volume, entitled "Ships," is an index to all correspondence sent to and received from vessels of the fleet; the other volume, entitled "Miscellaneous," is an index to all other correspondence. The correspondence



for each year is designated by a particular letter of the alphabet, as "M" for 1892 and "N" for 1893. Letters sent are designated numerically with a double letter, as "NN-512" and "00-1510"; letters received are designated numerically with a single letter, as "M-253" and "P-813." For card indexes duplicating information in some of these volumes, see entries 982 and 983.

INDEX TO CORRESPONDENCE. Jan. 1904-June 1910. 18 ft. 982

Cards showing name and station or vessel of correspondent, an abstract of the letter, and file references to letters sent and received in the correspondence described in entries 979 and 980. Arranged in the following series: (1) an index to correspondence arranged alphabetically by subject and by name of navy yard and naval station; (2) a supplementary index to this correspondence, arranged alphabetically by subject and by name of vessel, navy yard, and naval station, containing entries not included in the principal index described above; and (3) an index to correspondence relating to barges, cutters, and similar vessels, arranged numerically by number of vessel, with a subseries arranged alphabetically by subject and by name of vessel. The information contained in this index is duplicated in the indexes described in entries 981 and 983.

INDEX TO CORRESPONDENCE. Jan. 1910-June 1910. 3 ft. 983

Cards showing name and station or vessel of correspondent, a brief of contents of letter, and file references to letters sent and received in the correspondence series described in entries 979 and 980. Arranged alphabetically by subject. The information contained in this index is duplicated in the indexes described in entries 981 and 982.

GENERAL CORRESPONDENCE. June 1910-Dec. 1910. 15 ft. 984

Letters received and copies of letters sent. Arranged numerically by file number. For the index to this correspondence, see entry 986. The copies of letters sent in this series are duplicated in the press copies described in entry 985.

LETTERS SENT. June 1910-Dec. 1910. 12 vols. 5 ft. 985

Press copies of letters sent to all correspondents. Arranged numerically by file number. For an index to this correspondence, see entry 986.

INDEX TO CORRESPONDENCE. June 1910-Dec. 1910. 4 ft. 986

Cards showing name and station or vessel of correspondent, a brief of contents of letter, date of letter, and file references to correspondence described in entries 984 and 985. Arranged in the following series: (1) an index to correspondence relating to ships, arranged alphabetically by subject, with a subseries arranged alphabetically by name of vessel; (2) an index to correspondence relating to the construction of vessels at navy yards and private construction companies, arranged alphabetically by name of navy yard or construction company; (3) an index to correspondence relating to wireless telegraphy, arranged alphabetically by subject and by name of radio and naval station; and (4) an index to correspondence relating to barges, cutters, and similar vessels, arranged numerically by number of vessel, with a subseries arranged alphabetically by subject and by name of vessel.



CORRESPONDENCE RELATING TO VESSELS. Jan. 1910-Dec. 1910. 32 ft. 987

Letters received and copies of letters sent. Arranged alphabetically by name of vessel and thereunder in roughly chronological order. The copies of letters sent in this series are duplicated in the press copies described in entries 979 and 985.

GENERAL CORRESPONDENCE. 1911-22. 1,250 ft. 988

Letters received and copies of letters sent. Arranged according to a numerical classification scheme, a copy of which accompanied the records. For the index to this correspondence, see entry 989.

INDEX TO GENERAL CORRESPONDENCE. 1911-22. 77 ft. 989

Cards showing name and station or vessel of correspondent, date of letter, a brief of its contents, and file references to the correspondence described in entry 988. Arranged in the following series: (1) an index to correspondence relating to ships, arranged alphabetically by name and class of vessel; (2) an index to correspondence relating to private construction companies and manufacturing firms, arranged alphabetically by name of company; (3) an index to correspondence to and from various officials of the Government, arranged alphabetically by name of bureau, navy yard, or Government agency; (4) an index to correspondence relating to radio, arranged alphabetically by subject, with a subseries arranged by name of radio or naval station; and (5) a general subject index arranged alphabetically by subject, excluding subjects relating to radio and radio apparatus.

CORRESPONDENCE OF LT. SAMUEL M. ROBINSON. 1915-17. 1 vol. 3 in. 990

Letters received by Lieutenant Robinson and copies of letters sent by him regarding machinery installations and changes in machinery of the California, the Idaho, the New Mexico, and a few other vessels under construction, the engineering features of which were apparently under Lieutenant Robinson's jurisdiction. The correspondence is chiefly with the General Electric Co., Schenectady, N. Y., and the New York Navy Yard; some of the correspondence is semiofficial in nature. Contracts, specifications, and blueprints are included. Lieutenant Robinson was on duty in the office of the Chief of the Bureau of Steam Engineering, Washington, D. C. Arranged in part chronologically.

CORRESPONDENCE RELATING TO CONTRACTS OF VESSELS TO BE SCRAPPED. 1922-24. 991

3 in.

Letters received from inspectors of machinery at private shipyards and manufacturing companies, and copies of letters sent by the Chief of the Bureau of Engineering, officials of the contract adjustment office, and other officials of the Navy Department relating to the settlement of contracts for machinery and materials in connection with the construction of vessels to be scrapped as a result of disarmament agreements. Unarranged.

RECORDS RELATING TO MONTHLY BULLETINS. 1922-26. 1 ft. 992

Correspondence, memoranda, and reports on the preparation of monthly bulletins of professional interest to the personnel of the inspection services, together with rough drafts and notes, contributions from technicians in the field and at naval experiment stations, and final copies



of the bulletins. Arranged in roughly chronological order, with a series of bulletins arranged numerically.

GENERAL CORRESPONDENCE. 1923-40. 2,300 ft. 993

Letters, telegrams, reports, memoranda, blueprints, graphs, drawings, and related papers received and copies of those sent. Arranged according to the Navy Filing Manual. For indexes to this correspondence, see entries 994 and 995.

INDEX TO GENERAL CORRESPONDENCE. 1923-40. 100 ft. 994

Cards showing name and station or vessel of correspondent, date of correspondence, a brief of contents of correspondence, and file references to correspondence described in entry 993. Arranged in the following series: (1) an index to correspondence relating to vessels, arranged alphabetically by name of vessel and thereunder according to the Navy Filing Manual; (2) an index to the correspondence relating to radio, arranged alphabetically by subject and thereunder according to the Navy Filing Manual, with a subseries arranged by name of naval radio traffic station and naval radio compass station; and (3) a general subject index arranged alphabetically by subject and thereunder according to the Navy Filing Manual, excluding subjects relating to radio and radio apparatus.

INDEX TO CORRESPONDENCE FROM MANUFACTURERS REGARDING TESTS OF MATERIALS AND EQUIPMENT. 1930-40. 6 in. 995

Cards showing name of manufacturer, date and subject of correspondence, and file reference to correspondence described in entry 993. Arranged alphabetically by name of manufacturer.

REPORTS CONCERNING AIRCRAFT RADIO. 1923-25. 1 ft. 996

Radio and sound reports from commanders of aircraft squadrons containing information on radio apparatus received, expended, and surveyed, status of material on hand, and maintenance and installation of aircraft radio, with general remarks; reports on serviceable and unserviceable radio-telegraph-aviation apparatus from navy yards; and reports from naval air stations of radio operations, apparatus and material on hand, and assignments of personnel. This material bears the Navy Filing Manual classification number for aircraft radio but is unarranged thereunder.

MATERIAL FOR ANNUAL REPORTS OF THE CHIEF OF THE BUREAU OF ENGINEERING. 1923-25. 1 ft. 997

Annual reports from chiefs of divisions concerning organization, functions, and work done; annual reports from commandants of navy yards and inspectors of engineering material concerning work done during the year; and data from research laboratories for inclusion in annual reports. Most of this material relates to the annual report for 1925. Unarranged.

"FILE RECORD AND PERSONAL RECEIPT SLIP." 1928-30. 1 ft. 998

Receipts for secret and confidential correspondence and publications showing classification of document (whether a despatch, letter, endorsement, or publication), bureau file number, from whom requested and to



whom sent, subject of document, and date the document was received. Arranged chronologically.

### Laboratory Test Reports and Related Records

CARD RECORD RELATING TO TESTS OF IRON AND STEEL PLATES, CASTINGS, AND FORGINGS. 1914-27. 5 in. 999

Cards showing name of manufacturer submitting materials, name of laboratory conducting test, date of test, requisition and order numbers for the metals, a brief description of kind and condition of metal used, and results of tests. Arranged alphabetically by name of manufacturer.

CARD RECORD RELATING TO THE CHEMICAL ANALYSIS OF RUBBER. 1914-27. 2 ft. 1000

Cards showing name of company submitting rubber, name of laboratory conducting test, date of test, requisition and order numbers for material, a brief description of the type and condition of rubber used, and results of the analysis. Arranged alphabetically by name of company.

CARD RECORD RELATING TO THE CHEMICAL ANALYSIS OF METALS. 1927-30. 4 ft. 1001

Cards showing name of manufacturer submitting metal, name of laboratory conducting test, date of test, requisition and order numbers for material, a brief description of kind and condition of metal used, and results of the analysis. Arranged alphabetically by name of manufacturer.

REPORTS OF PERFORMANCE AND FACTORY TESTS ON TURBO-GENERATOR UNITS. 1932-33. 1 ft. 1002

Reports of inclined and parallel operation tests and of steam consumption tests on the turbo-generator units of various vessels manufactured by the Moore Steam Turbine Corp., Wellsville, N. Y., showing the results of hydrostatic, lubrication, noise, heat, and speed tests and of tests of spare parts and safety devices, together with accompanying blueprints, graphs, diagrams, and drawings. Arranged alphabetically by name of vessel.

FACTORY TEST RECORDS OF DIRECT-CURRENT ~~MOTORS~~ AND GENERATORS. 1934-35. 5 in. 1003

Test reports giving names of manufacturers, manufacturing type, class design, contract numbers, names of vessels receiving equipment, results of routine tests of speed and efficiency, specifications, and data on weight, friction, and general mechanical operations, together with accompanying graphs and diagrams. Unarranged.

REPORTS OF TESTS AT THE FIRE CONTROL LABORATORY, WASHINGTON, D. C., NAVY YARD. 1920-32. 1 ft. 1004

Reports of tests of speed and direction indicators, fire alarm systems, intercommunication telegraph and telephone systems, projection lamps, bells, and firing switches, together with accompanying blueprints, diagrams, and drawings. Arranged numerically by number of report.



REPORTS OF TESTS AND RELATED CORRESPONDENCE AT THE FUEL OIL TESTING PLANT, PHILADELPHIA NAVY YARD. 1910-25. 2 ft. 1005

Reports of tests of boilers, fuel pumps, burners, heaters, valves, and Mexican fuel oil, together with accompanying correspondence, photographs, diagrams, drawings, and graphs. Arranged in roughly chronological order.

REPORTS OF TESTS AT THE FUEL OIL TESTING PLANT, PHILADELPHIA NAVY YARD. 1925-36. 12 ft. 1006

Reports of tests of fuel pumps, gauges, burners, piping, safety valves, linings, firebrick, shale oil, and shale oil byproducts, together with accompanying photographs, blueprints, and diagrams. Arranged numerically by number of report.

REPORTS OF TESTS AT THE INTERIOR COMMUNICATIONS LABORATORY, WASHINGTON, D. C., NAVY YARD. 1931-34. 5 in. 1007

Reports of tests of sirens, relays, contact makers, transmitters, receivers, thermostats, thermometers, resistors, incandescent lamps, switches, and telegraph and telephone equipment, together with accompanying photographs, diagrams, and drawings. Arranged numerically by number of report.

REPORTS OF TESTS AT THE MATERIAL LABORATORY, NEW YORK NAVY YARD. 1914-39. 18 ft. 1008

Reports of tests of electrical equipment including searchlights, switchboards and switchboard instruments, battle telephones, loudspeaking systems, storage batteries, fuses, air heaters, electrical cables, wires, and relays; of switches, generators, transformers, fans, paints, varnishes, and lacquers for electrical apparatus; and of insulating material, thermometers, and voltage indicators, together with accompanying photographs and diagrams. Arranged numerically by number of report.

CARD RECORD RELATING TO REPORTS OF TESTS AT THE MATERIAL LABORATORY, NEW YORK NAVY YARD. 1925-40. 1 in. 1009

Cards showing report number (see entry 1008), date and subject of report, and file references to pertinent correspondence in the series described in entry 993. Arranged chronologically.

REPORTS OF TESTS AT THE NAVAL BOILER LABORATORY, PHILADELPHIA NAVY YARD. 1933-41. 20 ft. 1010

Reports of tests of burners, gauges, firebrick, fire clay, insulating material, thermometers, fuel oil and fuel oil meters, furnaces, boilers, and boiler control equipment, together with accompanying photographs, diagrams, and drawings. Arranged numerically by number of report. The reports dated after June 30, 1940, are records of the Bureau of Ships.

CARD RECORD RELATING TO REPORTS OF TESTS AT THE NAVAL BOILER LABORATORY, PHILADELPHIA NAVY YARD. 1925-40. 1 in. 1011

Cards showing report number (see entry 1010), date and subject of the report, and file references to pertinent correspondence in the series described in entry 993. Arranged chronologically.



REPORTS OF TESTS AT THE NAVAL ENGINEERING EXPERIMENT STATION, ANNAPOLIS, MD. 1910-39. 75 ft. 1012

Reports of tests of boilers, valves, steam motors, diesel engines, lubricating oils, aviation gasoline, electrodes, pistons, pumps, thermometers, packing and sound-absorbing materials, noise surveys, aluminum alloys, and steel plating, together with accompanying photographs, diagrams, and drawings. Included are a small number of reports from investigators in the field. Arranged numerically by number of report, with a subseries of similar reports designated as "B" reports arranged in a separate numerical series.

INDEX TO REPORTS OF TESTS AT THE NAVAL ENGINEERING EXPERIMENT STATION, ANNAPOLIS, MD. 1923-40. 8 in. 1013

Cards showing report number (see entry 1012), date and subject of report, and file references to pertinent correspondence in the series described in entry 993. Arranged alphabetically by subject.

CARD RECORDS RELATING TO REPORTS OF TESTS AT THE NAVAL ENGINEERING EXPERIMENT STATION, ANNAPOLIS, MD. 1923-40. 6 in. 1014

Cards showing report number (see entry 1012), date and subject of report, and file references to pertinent correspondence in the series described in entry 993. Arranged in the following series: (1) cards referring to test reports (1923-40), arranged numerically by number of report; (2) cards referring to test reports in subseries "B" (1938-40), arranged numerically by number of report; and (3) cards referring to test reports (1923-27), arranged chronologically.

REPORTS OF TESTS AT THE NAVAL RESEARCH LABORATORY, BELLEVUE, WASHINGTON, D. C. 1933-40. 5 in. 1015

Reports of tests of molding sands, alloys, electronic relays, horns, storage batteries, light polarization, antennas, and vacuum tubes, together with accompanying photographs, diagrams, and drawings. Unarranged.

Records Relating to Weights, Performances, Tests,  
Repairs, and Alterations of Ships' Machinery

REPORTS OF MACHINERY WEIGHTS OF VESSELS. 1890-1915. 130 vols. 11 ft. 1016

Contain the following information: name of vessel, place it was built, dates of beginning and completion of its building, and weights of propelling machinery, of water in propelling machinery, of spares, stores, tools, and instruments carried on board, of miscellaneous machinery under steam engineering, and of spare parts not carried on board; under the general class of machinery, descriptions and weights of individual parts, data regarding weights in connection with the center of gravity, and division of ship on which parts were installed, arranged numerically by general class number; and recapitulations of weights showing division of ship, general classes of machinery installed in each division, and weights of each general class. Arranged by name of vessel in roughly alphabetical order.



REPORTS OF SURVEYS AND TRIALS OF VESSELS' MACHINERY. Dec. 1862-

July 1865. 1 vol. 2 in.

1017

Reports of engineer officers at navy yards and shipyards and the Office of the General Superintendent of Ironclads, New York, N. Y., concerning the condition of machinery installed in vessels and engine performance in wharf trials. Arranged chronologically, with an index to names of persons and vessels.

ENGINEERING TRIAL REPORTS AND PERFORMANCE DATA OF VESSELS. 1886-1939.

140 ft.

1018

Reports of power, speed, and standardization trials and of official preliminary and final trials; monthly work reports; annual and quarterly engineering performance reports; arrival and departure, repair, and overhaul reports; reports of electrical plant tests; inspection reports; data on electrical apparatus, curves of resistance, and performance; hull data and descriptions of machinery and machinery operations; lists of spare parts for Bureau of Engineering equipment; and instructions on the care and use of various types of engineering apparatus. Arranged in three overlapping series as follows: by type of vessel and thereunder alphabetically by name or numerically by identification number; alphabetically by name of vessel; and by name of vessel but not alphabetically.

MISCELLANEOUS TEST REPORTS AND PERFORMANCE DATA OF VESSELS. 1890-1930.

3 ft.

1019

Reports, correspondence, working papers, and related material pertaining to vibration and evaporative tests, tests of centrifugal pumps, torsion and strain meters, internal combustion engines, and all types of propelling machinery, and investigations of mechanical failures; data on engine balancing and preliminary trials, data on machinery, hulls, and boilers and on propeller computations and design formulas for Bureau of Engineering equipment, together with accompanying photographs, blueprints, diagrams, drawings, graphs, and clippings from newspapers, magazines, and scientific journals. Arranged numerically in numbered folders, with a small part of the material unarranged.

RECORDS RELATING TO ENGINEERING PERFORMANCES OF VESSELS. 1923-27. 3 ft.

1020

Annual reports of engineering performances of vessels showing performance of engines, boilers, and auxiliaries; and memoranda from the Chief of Naval Operations to the Chief of the Bureau of Engineering transmitting annual reports, directions for the preparation of annual reports, reports of full power trials of vessels, and a few reports of target practice and gunnery exercises. This material bears the Navy Filing Manual classification number for engineering performances and thereunder is arranged in part chronologically.

REPORTS OF ACCELERATION AND RETARDATION TESTS OF VESSELS. 1932-33.

3 in.

1021

These reports are entitled "Data Regarding Acceleration and Retardation Tests." They show name of ship, place of test (off San Diego, Calif.), ship's displacement, condition of sea, wind direction, time the test was begun, revolutions per minute to be maintained, approximate



speed, and shaft-counter readings and differences. Arranged by name of ship.

SUBMARINE BATTERY RECORD BOOKS. 1922-28. 67 vols. 3 ft. 1022

These volumes contain histories of the care, treatment, and performance of storage batteries of submarines. They give information regarding type of battery, installations, overhauls, and inspections, and specific gravity and temperature readings of cells. Arranged by numerical designation of submarine.

ENGINE PERFORMANCE TESTS OF SUBMARINES. 1937-40. 5 in. 1023

Show name of vessel, time the test was started and time it was ended, length of test, type of engine tested, contract number, and technical data regarding performance of engine under test. Arranged by name of submarine (the Snapper, the Sailfish, the Seawolf, and the Triton).

REPORTS OF SHIP REPAIRS. 1929-39. 12 ft. 1024

Arrival and departure reports of repairs and overhauling to boilers, engines, general machinery, and electrical apparatus scheduled at various navy yards by the Bureau of Engineering. Frequently included are similar reports of repairs to equipment under the jurisdiction of the Bureaus of Construction and Repair, Supplies and Accounts, Ordnance, Navigation, and ~~Aeronautics~~. Arranged alphabetically by name of vessel.

ORDERS FOR ALTERATION WORK ON SHIPS. 1925-26. 9 in. 1025

Show name of ship, to whom order was addressed (commandants of navy yards and commanding officers of ships), file references to pertinent Navy Department correspondence, alteration to be performed, when it was to be performed, materials to be used, and date the alteration was completed. These orders are copies that were returned to the Bureau of Engineering on completion of the work. Arranged according to Navy Filing Manual ships' symbols.

CARD RECORD OF CORRESPONDENCE REGARDING ALTERATIONS IN ENGINEERING EQUIPMENT. 1925-30. 2 in. 1026

These cards show alteration number, date of correspondence, and file references to correspondence in the series described in entry 993. Arranged numerically by alteration number.

WORK REQUESTS FROM NAVY YARDS. 1922-23. 2 ft. 1027

Requests for work "beyond the capacity of the ship's force," showing navy yard, name of ship, job order number, date, and description of work requested (such as installing call bell systems, repairing fuel oil pumps, and installing heating and lighting systems). Unarranged.

#### Ships' Plans and Related Records

PLANS OF NAVAL VESSELS. 1840-1932. 10 ft. 1028

Plans, tracings, drawings, blueprints, and vandykes of hulls, engines, boilers, auxiliary machinery, and equipment. Materials pertaining to a given vessel are grouped together. Some of the plans before 1910 originated in the Bureau of Equipment and most of those before 1862 were



originally maintained by the Board of Navy Commissioners and the Bureau of Equipment, Construction, and Repairs. There are very few plans dated before 1861 or after 1920.

INDEXES OF DRAWINGS OF SHIPS' MACHINERY. 1874-1904. 76 vols. 3 ft.

1029

Indexes of drawings of engines, boilers, and auxiliary machinery showing name of ship, subject of drawing, number of drawer or pigeonhole, case (indicated by letters of the alphabet), file number, type (blueprint, drawing, or tracing), and date received. Arranged by name of vessel in roughly alphabetical order and thereunder alphabetically by title of drawing. Some of the volumes do not show any dates. For the drawings to which some of these volumes refer, see entry 1028.

### Records Relating to Supplies, Equipment, and Accounts

#### Procurement Records

CONTRACT REGISTER. Mar. 27, 1863-July 27, 1867. 1 vol. 2 in. 1030

Briefs of contracts showing date, class, amount, and material purchased. There is no apparent arrangement. The volume contains an index arranged alphabetically by initial letter of name of contractor.

CONTRACTS AND SPECIFICATIONS FOR MACHINERY. Aug. 1869-Dec. 1873. 1 vol. 1 in. 1031

Contracts for machinery to propel steamers showing date, place, names of contracting parties, and terms of contract. Specifications for the machinery and diagrams accompany most of the contracts. Arranged chronologically.

RECORDS RELATING TO CONTRACTS FOR ENGINEERING MATERIALS. 1915-22. 1 ft. 1032

Reports of material shipped that were received by the Bureau of Engineering from inspectors of engineering material. They show inspection district, date of shipment, name and address of manufacturer from whom shipped, name and address of shipyard, contractor, or navy yard to which shipped, number of contract for which shipped (including schedule number, class number, requisition number, and item number), kind of material, number of pieces shipped, and dimensions, marks, or descriptions of individual items shipped; and notifications from the Bureau of Supplies and Accounts that the contract had been entered into with the manufacturer; notifications from the Bureau of Engineering to inspectors of engineering material that the material should be inspected; and related memoranda concerning the status of contracts. Arranged by contract number.

RECORDS RELATING TO CONTRACTS. 1916-40. 520 ft. 1033

Letters; requisitions; reports of materials tested, inspected, and shipped; specifications; diagrams; blueprints; drawings; and related forms pertaining to contracts for all types of propelling machinery and electrical apparatus negotiated by the Bureau of Supplies and Accounts. Arranged numerically by contract number in two series, the first series from 1916 to 1926 and the second from 1926 to 1940. For an index to the earlier series, see entry 1035.



RECORDS RELATING TO MISCELLANEOUS NAVY DEPARTMENT CONTRACTS. 1917-25;  
1934-40. 9 ft. 1034

Letters; requisitions; reports of materials tested, inspected, and shipped; supply orders; specifications; blueprints; and related forms pertaining to contracts for various types of propelling machinery and electrical apparatus. Arranged numerically by contract numbers in two series, the first series from 1917 to 1925 and the second from 1934 to 1940. For an index to the earlier series, see entry 1035.

INDEX TO CONTRACTS. 1914-26. 5 ft. 1035

A card index showing contract number (see entries 1033 and 1034), schedule and requisition numbers, kind and class of material involved, name and address of contractor or manufacturer, date of contract, date and place of delivery, amount of contract, place of inspection, purpose for which material was intended, and related data. Arranged alphabetically by name of contractor or manufacturer.

CARD RECORD OF CORRESPONDENCE REGARDING CONTRACTS. 1904-10. 3 ft. 1036

These cards show contract number and subject of contract of pertinent correspondence described in entries 979 and 980. Arranged numerically by contract number.

CARD RECORD OF CORRESPONDENCE REGARDING CONTRACTS. 1923-40. 14 ft. 1037

These cards show contract number, date of correspondence, name or station of correspondent, and a brief of contents of letter. The records to which these cards refer are described in entries 993, 1033, and 1034. Arranged numerically by contract number in two overlapping series.

CONTRACTS OF THE NAVY PURCHASING OFFICE AND RELATED CORRESPONDENCE.  
1926-42. 177 ft. 1038

Copies of contracts, requisitions, reports of materials inspected and shipped, related forms, and correspondence pertaining to contracts, negotiated by Navy purchasing offices at navy yards and naval stations, for a wide variety of supplies and parts and for various types of propelling machinery and electrical apparatus for the Bureau of Engineering (after June 30, 1940, the Bureau of Ships). Arranged by name of navy yard or naval station and thereunder numerically by contract number.

CARD RECORD OF CORRESPONDENCE REGARDING CONTRACTS OF THE NAVY PURCHASING OFFICE. 1935-40. 3 ft. 1039

These cards show contract number, date of correspondence, name or station of correspondent, and a brief of contents of letter. The correspondence to which these cards refer is described in entry 1038. Arranged by name or numerical designation of purchasing office and thereunder by contract number.

CONTRACTS AND SPECIFICATIONS FOR CONSTRUCTION PROJECTS AT NAVAL COALING STATIONS. 1898-1906. 12 vols. 1 ft. 1040

Contracts for materials, labor, tools, and appliances for construction



of coaling plants, wharves, water supply systems, coal sheds and other buildings at naval coaling stations at Honolulu, Hawaii; Key West, Fla.; Frenchman's Bay, Maine; Narragansett Bay, Newport, R. I.; Japonski Island, Sitka, Alaska; and Guantanamo, Cuba, showing names of contracting parties, date of contract, and terms of contract. Each contract is accompanied by detailed specifications and blueprints relating to the work to be done. Arranged numerically by contract number.

SHIPS' SPECIFICATIONS. 1889-1922. 77 ft. 1041

These printed booklets and pamphlets, with manuscript annotations, contain specifications of the Bureau of Engineering for boilers, auxiliary machinery, and electric plants; and specifications of the Bureau of Construction and Repair for the construction of ships, including specifications for equipment under the Bureau of Equipment and for the installation of ordnance. Arranged by class of ship and thereunder alphabetically by name or numerically by number of ship. There are also specification and instruction pamphlets on such subjects as specifications for the inspection of material, specifications for electrical appliances, and instructions for painting and cementing.

SPECIFICATIONS FOR PROPELLING MACHINERY FOR TORPEDO BOAT DESTROYERS.

1916-19. 10 vols. 10 in. 1042

These volumes show, on the left-hand page, number of boat or class of boat; printed specifications for its propelling machinery, boilers, auxiliary machinery, electric plant, communication and signaling devices, and for the inspection of material; and, on the right-hand page, related manuscript notations and calculations. Arranged numerically by boat number (the lowest number first if the volume includes information on several boats). There are indexes in the volumes.

REGISTER OF REQUISITIONS FOR MACHINERY. 1862-65. 1 vol. 1 in. 1043

Shows date the requisition was received, where it was from (name of vessel or naval station), articles requisitioned, where articles were sent, date they were sent, and requisition number. Arranged alphabetically by initial letter of place to which the articles were sent.

REGISTER OF REQUISITIONS FOR SUPPLIES. 1862-65. 1 vol. 3 in. 1044

Shows date and subject of requisition, where it was from, where supplies were sent or request was referred, date of reply, and file references to a correspondence series which has not been found. The register also contains entries for a few letters received, giving date of letter and a brief of its contents. Arranged alphabetically by initial letter of name of vessel, navy yard, or naval station; thereunder chronologically.

INDEX TO REQUISITIONS FOR SUPPLIES AND EQUIPMENT. 1921-27. 29 ft.

1045

Cards showing subject of requisition or name of vessel, naval station, or navy yard involved, a brief description of material, navy yard or bureau completing requisition, requisition and schedule numbers, and class and cost of material. Arranged alphabetically by subject and thereunder by name of vessel, navy yard, or naval station. The requisitions to which this index refers have not been found.



CARD RECORD OF CORRESPONDENCE REGARDING REQUISITIONS FOR SUPPLIES.

1940. 5 in.

1046

These cards show requisition number, date of correspondence, name or station of correspondent, and a brief of contents of letter. Arranged by name of bureau, navy yard, or naval station.

SCHEDULES OF SUPPLIES AND NOTICES OF AWARDS ON BIDS. 1928-30. 20 ft.

1047

Schedules of supplies under the jurisdiction of the Bureau of Engineering; copies of Bureau of Supplies and Accounts' notices of awards showing firm to which awarded, schedule and class numbers of supplies, navy yards to receive delivery, description of supplies, dates of inspection, and by whom inspected. Included are memoranda exchanged between the Bureau of Supplies and Accounts and the Bureau of Engineering concerning the status of schedules and recommendations regarding awards. Arranged numerically by schedule number.

SCHEDULES OF SUPPLIES AND RELATED CORRESPONDENCE. 1937-40. 43 ft.

1048

Schedules of supplies under the jurisdiction of the Bureau of Engineering, and related correspondence with the Bureau of Supplies and Accounts concerning modifications and cancellations of schedules and recommendations regarding awards and with firms regarding the submission of proposals. Arranged numerically by schedule number.

CARD RECORD RELATING TO SCHEDULES OF SUPPLIES AND EQUIPMENT. 1919-25.

2 ft.

1049

Cards showing schedule number, date of schedule, a brief description of materials involved, date of award recommendation, contract number, and remarks. Arranged numerically by schedule number.

CARD RECORD OF CORRESPONDENCE REGARDING SCHEDULES OF SUPPLIES. 1923-40.

8 ft.

1050

These cards show schedule number, date of correspondence, name or station of correspondent, and a brief of contents of letter. The correspondence and schedules to which these cards refer are described in entries 993, 1047, and 1048. Arranged numerically by schedule number in two overlapping series.

### Allowance Lists of Vessels

STEAM ENGINEERING ALLOWANCE OF THE TULSA. 1917. 1 vol. 1/2 in. 1051

This volume contains lists of steam engineering machinery, apparatus, and parts, and numbers of the various items allowed. Arranged in the following four classes: equipage permanently installed (title "A"); movable tools and equipment (title "B"); spare parts for machinery (titles "B" and "X"); and supplies and tools easily consumable or inexpensive (title "X").

STEAM ENGINEERING ELECTRICAL ALLOWANCE OF THE PECOS. 1918. 1 vol. 1 in.

1052

This volume shows article, class and title, number allowed, and



remarks. Arranged alphabetically by general class of article, with an alphabetical index to general classes and specific items.

STEAM ENGINEERING ALLOWANCE OF THE PECOS. 1918. 1 vol. 1 in. 1053

This volume contains lists of steam engineering machinery, apparatus, and parts, and numbers of the various items allowed. Arranged in the following four classes: equipage permanently installed (title "A"); movable tools and equipage (title "B"); spare parts for machinery (titles "B" and "X"); and supplies and tools easily consumable or inexpensive (title "X").

#### Records Relating to Appropriations

RECORDS RELATING TO EXPENDITURES UNDER APPROPRIATIONS. 1924-31. 2 ft. 1054

Prepared statements for congressional committees containing title of appropriation, analysis of expenditures showing object of expenditure, expenditures and obligations for the present fiscal year and estimates of expenditures for the next two fiscal years, and charts showing relationship between present expenditures, allocations for the next fiscal year, and requirements for the following fiscal year. Included are justifications and statements of important work done, and quarterly and monthly statements of obligations, statements of funds expended and obligated, and memoranda regarding the status of appropriations. Arranged chronologically under the Navy Filing Manual file number for appropriations.

RECORDS OF ALLOTMENTS OF APPROPRIATIONS. 1930-32. 2 ft. 1055

Reports from navy yards, entitled "Data Regarding Allotments Covering Engineering Work on Ships." They show name of ship, period of overhaul, authorized overhaul costs for labor, materials, and indeterminate expenses, and total authorized overhaul costs, total amount spent in the previous month, estimated expenditures for the present month, amount taken up for the next month, and estimates for the remaining months; requests for allotments; and telegrams reporting allotments. Arranged numerically according to the Navy Filing Manual classification number for each navy yard.

#### Miscellaneous Records

LIST OF ENGINEERS' STORES ON BOARD VESSELS. 1844-64. 3 in. 1056

Invoices of engineers' stores on board various naval vessels showing quantity and cost of items listed. Unarranged.

MISCELLANEOUS BILLS. 1863-66. 6 in. 1057

Bills for steam machinery and equipment furnished and for extra work performed in the construction of naval vessels by contractors at various shipyards and naval stations. Unarranged.

RECORD OF STORES RECEIVED BY THE CLEMATIS. 1864-66. 1 vol. 1/2 in. 1058

Contains copies of requisitions for tools, wood, coal, and miscellaneous supplies and equipment required for the engineering department of



the vessel, and shows kinds and quantities of materials and dates they were received. Arranged chronologically.

LEDGER OF RECEIPTS AND EXPENDITURES OF STORES ON BOARD THE BALTIMORE.  
1891-93. 1 vol. 3 in. 1059

A record of stores of the engineering department of the vessel showing articles received and expended, quantities received and expended, dates they were received and expended, and cost of articles received and expended. Arranged by article.

CARD RECORD RELATING TO THE SALE AND DISPOSITION OF POWERBOAT ENGINES.  
1911-38. 2 ft. 1060

Cards showing type and make of engine and the engine number, where engine was built, date of completion, boat to which engine was assigned, date of sale or other disposition, and related data. Arranged numerically by engine number.

CARD RECORD RELATING TO POWERBOAT ENGINES. 1923-36. 3 ft. 1061

Cards indicating whether powerboat engines were in stock at various navy yards and naval stations and showing type and number of engine, name of navy yard or naval station, date the engine was received or issued, and data on number of such engines assigned or on hand. Arranged by type of engine and thereunder by name of navy yard or naval station.

CARD RECORD RELATING TO SURVEYS OF SUPPLIES AND EQUIPMENT. 1930-40.  
5 in. 1062

These cards show date, number, and subject of surveys, conducted at various navy yards and naval stations, on the condition of supplies and equipment. Arranged alphabetically by name of navy yard or naval station.

#### Miscellaneous Records

PATENT RELEASES. 1861-68. 9 in. 1063

Authorizations from inventors and holders of patents on steam equipment releasing the Navy Department from all charges and fees for using various types of steam machinery and accessories. Arranged in roughly chronological order.

RECORDS OF EXAMINATIONS TAKEN BY ENGINEER OFFICERS. 1862-98. 1 vol.  
1 in. 1064

This volume relates to examinations taken by applicants for the positions of Chief Engineer and Assistant Engineer. It shows name, rank, age, and length of service of applicant, grade for which examined, and date and result of test. Arranged by grade applied for and thereunder in roughly chronological order.

PERSONNEL RECORDS OF ASSISTANT ENGINEERS. 1896-98. 1 vol. 3 in. 1065

This volume shows names, dates and places of birth, dates of commissions, and abstracts of orders relating to a few Assistant Engineers of the Bureau. Arranged by name of engineer, with an alphabetical index to names in the front of the volume.



RECORDS RELATING TO PERSONNEL CLASSIFICATION OF INSPECTORS OF ENGINEERING MACHINERY. 1923. 5 in. 1066

Statements of classification of employees under the Classification Act of 1923; statements of duties and job descriptions; statements of organization and functions of inspection offices, with some organization charts; recommendations regarding changes in salaries and classifications; lists of personnel; reports of new appointments; and reports of changes in pay. Arranged by name of inspection district.

RECORDS RELATING TO MACHINERY FOR LIGHT CRUISERS NOS. 24-31. 1928-29. 2 ft. 1067

Proposals from contractors to deliver materials and apparatus, with prices quoted; drafts of purchase orders and notifications of acceptances of orders; and memoranda exchanged between the Bureau and inspectors of machinery concerning unsatisfactory and uncompleted work, trials of vessels, proposed rearrangements of quarters, and extensions of contract time. Unarranged. A few items relating to Light Cruiser No. 7 (the Raleigh), dated in 1923, are scattered among these records.

SPECIFICATIONS OF A 13-GUN STEAM SLOOP OF WAR THAT WAS DESIGNED AND PROPOSED BY ALBAN C. STIMERS. n.d. 1 vol. 1/2 in. 1068

Specifications containing a general description of the vessel, principal dimensions, and a detailed description of the vessel and its steam machinery. Stimers' title is given as Chief Engineer. The volume is not further identified.

RECORDS SUBMITTED IN THE CASE OF THE HAZELTINE CORP. vs. THE ATWATER KENT MANUFACTURING CO. 1926-29. 1/4 in. 1069

This was a case in the U. S. District Court for the Eastern District of Pennsylvania involving an alleged infringement of patent rights in connection with electrical circuits. The records consist of copies of drawings and diagrams relating to electrical circuits, with related memoranda, which were called for from the Bureau of Engineering and later returned to the Bureau. Unarranged.

"NAVY YARD FILE." 1909-23. 4 ft. 1070

Unidentified index cards showing subject and date of correspondence and file numbers (such as 0913, 01191) to an unidentified series of records. The cards also contain other reference numbers (such as B.S. No. 43; C&R 18176), and "scheme" and "program numbers" (such as Scheme No. 2; Program 1917). Arranged in the following series: (1) by year and thereunder alphabetically by subject, and (2) by type or class of vessel and thereunder alphabetically by subject. In addition there is a sub-series designated "Miscellaneous Ships and Sketches," arranged alphabetically by subject.

RECORDS OF SUBORDINATE UNITS OF THE OFFICE OF THE CHIEF OF THE BUREAU

Records of the General Inspector of Machinery

The duties of the General Inspector of Machinery were to act in an advisory capacity to the Bureau, to inspectors of machinery, and to



inspectors of naval material for matters under the Bureau's jurisdiction; to supervise the administration of inspection offices; and to serve as ex officio senior member of the board on machinery changes for vessels being built under private contracts.

GENERAL CORRESPONDENCE. 1905-26. 9 ft. 1071

Letters, memoranda, and reports received and copies of those sent, including correspondence and reports from inspectors of machinery at navy yards and private shipyards, correspondence with contractors, reports of boards investigating construction irregularities, bills for office supplies, travel orders and transportation requests, and correspondence relating to personnel, wages, annual reports, and tests of equipment. Arranged alphabetically by subject or by name of correspondent in two series, the first entitled "Subject File" and the second, "General Correspondence." There is no apparent difference in the content of the two series.

#### Records of the Division of Logs and Records

The Division of Logs and Records was responsible for the checking and reviewing of engineroom logs of naval vessels; the compilation of and issuance to seagoing personnel and naval training schools of Bureau pamphlets relating to the care and management of machinery on shipboard; the preparation of and issuance to the naval service of the "Confidential Bulletins of Engineering Information"; and the filing and indexing of all important data regarding engineering matters, with special reference to naval vessels.

STEAM LOGS OF NAVAL VESSELS. 1845-1906. 2,630 vols. 158 ft. 1072

Daily reports showing name of vessel, name of commanding officer, location of vessel, and date; hourly reports on speed of vessel, direction and force of wind, course of vessel, performance of engines, amount of fuel used, temperature in engineroom and on deck, and amount of concentration of water in the boilers; reports giving total amount of fuel expended during day and amount remaining on hand, number of knots run during day, latitude and longitude; and remarks concerning the condition of the sea and the events that occurred. The later logs also contain descriptions of engines, boilers, and auxiliary machinery. Arranged alphabetically by name of vessel.

REFERENCE DATA. 1887-1935. 83 ft. 1073

These records include the following publications of the United States and foreign governments on technical subjects relating to engineering; reports regarding trials of vessels, characteristics of vessels, and inspections of machinery; data regarding foreign vessels; specifications and tracings of vessels; lists of patentees and decisions regarding patents, trademarks, and copyrights; copies of lectures given by naval officers; and occasional items of correspondence. Arranged numerically.

INDEX TO REFERENCE DATA. 1887-1935. 15 ft. 1074

A card index showing subject of document or name of author, a brief of contents, and file references to the records described in entry 1073. Arranged alphabetically by subject or by name of author. In addition to



this index there is another index, apparently incomplete, which shows only the subject of the document or the name of the author and the document's file number.

CARD RECORD OF REFERENCE DATA. 1887-1935. 1 ft. 1075

These cards show subject of document or name of author, a brief of contents, and file references to the records described in entry 1073. Arranged numerically by file number.

BIBLIOGRAPHY ON CONDENSER TUBE CORROSION. 1864-1941. 3 in. 1076

Cards showing author, title, publisher or title of publication, date of publication, and often extracts and summaries of information contained in technical publications relating to condenser tube corrosion. Arranged chronologically.

CARD RECORD OF BOILER AND CONDENSER TUBE RENEWALS. 1900-1920. 3 in. 1077

These cards show name of vessel, date and place of retubing boilers and condensers, and related information. Arranged alphabetically by name of vessel.

INSTRUCTIONS FOR USING LOOSELEAF ENGINEER ROOM LOGS. 1917. 3 in. 1078

General instructions for maintaining record sheets of engineer room logs on vessels, together with sample sheets and directions on arrangement and type of information to be supplied. Arranged numerically by number of sample record sheet.

COAL SPEED CURVES OF VESSELS. n.d. 1 vol. 1 in. 1079

Graphs showing number of tons of coal consumed in relation to number of knots per hour. Arranged by name of vessel. The names of the vessels concerned are listed in the front of the volume.

MISCELLANEOUS INFORMATION CARDS. n.d. 1 in. 1080

Contain data on boilers and boiler tests, performance curves of vessels, formulas for efficiency determinations and other calculations, oil lubricating requirements, names and addresses of manufacturers, and similar information on a variety of subjects. Arranged alphabetically by subject.

### Records of the Radio Division

The Radio Division, at first known as the Division of Radio Telegraphy and after September 1930 as the Division of Radio and Sound, had charge of the design and supply of radio apparatus for ship and shore installations and for aircraft, and of the development of antisubmarine and antiaircraft sound devices.

ORDERS AND MEMORANDA. 1906-30. 1 ft. 1081

Orders, circular letters, and office memoranda relating to the development, supply, and operation of radio equipment and apparatus and to the general administration of the Radio Division; and despatches of the Navy Department, 1921-30, relating to administrative matters. Before 1910 these are records of the Bureau of Equipment. Arranged chronologically.



SEMIMONTHLY RADIO REPORTS. 1915-19. 5 in. 1082

Blueprint copies of reports of the Bureau containing information on the testing and development of radio equipment, directions for the installation and use of radio apparatus, discussions of the deficiencies of various types of radio apparatus, and information on research and patents. Arranged chronologically.

CORRESPONDENCE RELATING TO CONTRACTS FOR RADIO EQUIPMENT. 1918-20. 2 ft. 1083

Correspondence concerning bids for contracts and specifications for transmitters, insulators, and generators; requisitions for material; and modifications in the design of radio apparatus, with accompanying photographs and drawings of radio equipment. Unarranged.

REPORTS AND DATA RELATING TO RADIO. 1919-42. 8 ft. 1084

Reports of tests, investigations, and experiments in radio operations and technology; data on radio policy; technical reports and publications; administrative orders; minutes of meetings; and Navy Department circular letters. Arranged alphabetically by subject.

CORRESPONDENCE AND REPORTS RELATING TO RADIO. 1924-36. 4 ft. 1085

Correspondence and reports exchanged between officials of the Radio Division, other units of the Navy Department, and private individuals. These records consist of reports on radio operations and communication; monthly reports of experiments; correspondence relating to the supply of new equipment, radio apparatus for the fleet, communication competitions, and the policies of the Naval Research Laboratory; and photostatic copies of articles from technical magazines and reviews. Included also are some circular letters, intraoffice memoranda, and minutes of Bureau meetings and conferences similar to those described in entries 1081 and 1084. Arranged alphabetically by subject.

REPORTS FROM NAVAL RADIO STATIONS. 1925-40. 186 vols. 45 ft. 1086

Consist of looseleaf binders containing maps, drawings, diagrams, photographs, and textual descriptions of locations, facilities, and equipment of naval radio stations, including information on buildings, power lines, antenna systems, radio navigational equipment, transmitters, repairs, and historical data. Arranged by name of station, the stations being in no particular order.

#### RECORDS OF BOARDS OF OFFICERS

##### Records of Examining Boards of Naval Engineers, Philadelphia, Pa.

An act of Congress approved March 3, 1871, provided that no person should be appointed in the Engineer Corps of the Navy until he was found qualified by boards of competent engineer and medical officers designated by the Secretary of the Navy. The boards of naval engineers that met either in Philadelphia or at the Philadelphia Navy Yard were appointed and dissolved as business before the boards warranted. The membership of these boards changed from time to time, but the records kept by them are a continuous series.



LETTERS SENT. Mar. 1875-Dec. 1899. 4 vols. 7 in. 1087

Copies of letters sent chiefly to the Secretary of the Navy reporting on the outcome of examinations and to chiefs of Navy Department bureaus concerning candidates, with some lists of candidates and grades. Arranged chronologically. The last volume, for the period May 1898-December 1899, contains press copies. The volume for the period March 1875-April 1884 has an index; the volume for the period May 1884-December 1896 has an incomplete index.

LETTERS RECEIVED. May 1871-Dec. 1899. 5 vols. 6 in. 1088

Letters from candidates concerning their qualifications or complaining about the grade to which they were appointed; letters from the Naval Academy transmitting merit rolls of cadet engineers; letters from the Judge Advocate General acknowledging the receipt of proceedings in individual cases; letters from officials of the Navy Department transmitting testimonial letters regarding candidates; and letters from the Chief of the Bureau of Steam Engineering concerning the recommendations and work of the board, appointments and leaves of absences of members of the board, and the forwarding of textbooks for use in examinations. Arranged chronologically.

JOURNALS. Apr. 1876-Dec. 1899. 6 vols. 2 ft. 1089

These volumes record the work of the boards meeting in Philadelphia, Pa. They show times of convening and adjourning, names of candidates examined, and recommendations. Included are copies of letters from the Secretary of the Navy establishing the boards. Arranged chronologically. The volume for the period December 1881-June 1886 has a name index.

EXAMINATION PAPERS. n.d. 3 ft. 1090

Contain name, age, birthplace, and residence of the candidate, a statement of his education and experience, and the examination questions and answers. They appear to relate chiefly to successful candidates. Arranged alphabetically by name of candidate.

#### Records of the Examining Board of Naval Engineers, Boston Navy Yard

Upon the outbreak of the Spanish-American War a board of naval officers was set up to consider the appointment of Acting (temporary) Officers in the Navy. The board recommended that boards of officers be established at certain navy yards, including the Boston Navy Yard, to examine applicants for appointment as Acting Officers in the Line, Medical Corps, Pay Corps, and Engineer Corps. Accordingly, a board of engineer officers was appointed at the Boston Navy Yard to examine candidates for appointment as Acting Assistant Engineer Officers. The board was in session from May 3 to July 11, 1898.

CORRESPONDENCE RELATING TO THE BOARD. 1898. 1/4 in. 1091

Consists of copies of the following: a letter, dated April 27, 1898, from the Secretary of the Navy to the commandant of the Boston Navy Yard regarding the establishment of the board; a recommendation of the board established to consider the appointment of temporary officers (no place, date, or names of members shown); the commandant's letter reporting the



establishment of the board at the Boston Navy Yard; and letters of instruction to the board from the Secretary of the Navy, the Chief of the Bureau of Navigation, and the Chief of the Bureau of Steam Engineering. Arranged chronologically.

LETTERS SENT. May-July 1898. 1 vol. 1 in. 1092

Press copies of letters sent to the commandant of the Boston Navy Yard and to the Chief of the Bureau of Steam Engineering regarding candidates recommended for acceptance or rejection, and of letters sent to the candidates informing them whether they passed or failed the examinations. Arranged chronologically.

ROUGH MINUTES OF THE BOARD. May 3-July 11, 1898. 1/2 in. 1093

A daily record of the board showing time of convening and time of adjourning, names and other data concerning candidates examined, and general information relating to the work of the board. Arranged chronologically.

CORRESPONDENCE RELATING TO AND EXAMINATION PAPERS OF SUCCESSFUL CANDIDATES. May-July 1898. 6 in. 1094

Letters from professors and others recommending applicants; examination papers containing questions and answers; and information concerning candidate's age, birthplace, education, and experience. Arranged alphabetically by name of candidate.

Records of the Board on Plans of Steam Capstans  
Steam Engineering Gear, and Steam Windlasses

This board, composed of engineer officers, was appointed on August 29, 1877, to examine such plans of steam capstans, steam engineering gear, and steam windlasses as were submitted to it or which it could procure. The board was instructed to meet at the New York Navy Yard and to report separately on each plan.

REPORT OF THE BOARD. Mar. 1878. 1 vol. 2 in. 1095

Contains a copy of the letter of the Chief of the Bureau of Steam Engineering, dated August 29, 1877, establishing the board and the board's reports on plans examined, with accompanying drawings and letters received from inventors and others concerning the plans. Arranged chronologically.

Records of the Board on Tests of Liquid Fuel for Naval  
Purposes, 1902-4

An act of Congress approved July 1, 1902, appropriated \$20,000 for extended tests of liquid fuel oil (from the California and Texas oil fields) for naval purposes. The act provided that the tests should be carried out under the direction of the Bureau of Steam Engineering, and a board of three officers was appointed to make the tests. The board conducted these tests on vessels and at laboratories, consulted with commercial firms regarding the use of liquid fuel on commercial vessels, and collected data from naval officers at shipyards, from foreign countries, and from commercial firms. The board completed its work in 1904.



RECORDS. 1902-4. 3 ft.

1096

Tables and test reports of trials, computation sheets, data regarding prices of oil, correspondence with naval officers at shipyards regarding their experiences and opinions, correspondence with private shipbuilders regarding the use of liquid fuel oil in commercial vessels, extracts of articles from foreign magazines, newspaper clippings on petroleum and other pertinent subjects, tracings, drawings, and blueprints of oil burning apparatus, drafts of the board's report, and miscellaneous correspondence and data on fuel oil tests. Arranged in part by subject and thereunder by name of correspondent or type of material; in part, unarranged.

#### FIELD RECORDS

##### Records Relating to the Columbian Iron Works and Dry Dock Co. Baltimore, Md.

LETTERS SENT BY THE INSPECTOR OF MACHINERY. 1895-98. 1 vol. 1 in.

1097

Press copies of letters sent to contractors, manufacturers, the Bureau, and others relating to construction activities within the jurisdiction of the inspector of machinery. Arranged chronologically. There is an index, arranged alphabetically by initial letter of subject or name of correspondent, showing name or subject and page number.

LETTERS RECEIVED BY THE INSPECTOR OF MACHINERY FROM THE BUREAU.

1895-98. 1 vol. 2 in.

1098

Letters received relating to the construction and installation of machinery, machinery parts, and accessories on board various torpedo boats (see entry 1099). Arranged numerically, with an index showing subject of letter and file number.

MISCELLANEOUS LETTERS RECEIVED BY THE INSPECTOR OF MACHINERY. 1895-99.

1 vol. 2 in.

1099

Letters received from the Bureau of Steam Engineering, contractors, manufacturers, and others on a variety of subjects under the jurisdiction of the inspector of machinery. Arranged numerically by file number, with an index showing subject or name of correspondent and file number.

LETTERS FROM THE PRESIDENT OF THE COLUMBIAN IRON WORKS AND DRY DOCK CO.

1895-97. 1/4 in.

1100

Copies of letters from the president of the company to the Chief of the Bureau that were transmitted to the inspector of machinery. Unarranged.

GENERAL CORRESPONDENCE OF THE INSPECTOR OF MACHINERY. 1899-1904.

2 vols. 6 in.

1101

Letters received and copies of letters sent to all correspondents relating to construction activities within the jurisdiction of the inspector of machinery of the Columbian Iron Works. Arranged numerically by file number, with an index at the beginning of each volume showing subject of letter and file number assigned. For a register and a list of some of this correspondence, see entries 1102 and 1103.



REGISTERS OF LETTERS RECEIVED BY THE INSPECTOR OF MACHINERY. 1898-1903.  
1 vol. 1/2 in. 1102

This volume contains a register of letters received from the Bureau of Steam Engineering, 1898-1903, showing date of letter, date received, subject of correspondence, and Bureau's file number, arranged alphabetically by file letter of Bureau (SS, TT, WW, etc.) and thereunder numerically by file number; and a register of letters received from the Bureau of Ordnance, 1900-1903, giving similar information, arranged in roughly numerical order by Bureau of Ordnance file number. The letters received that are entered in this register are filed in the general correspondence of the inspector of machinery (see entry 1101) and in the several series of correspondence, described below, relating to individual vessels.

LISTS OF LETTERS RECEIVED BY THE INSPECTOR OF MACHINERY. 1898-1904.  
1/4 in. 1103

Chronological lists of letters received from the Bureaus of Steam Engineering and Ordnance giving for each letter its date, a brief of its contents, and the Bureau's file number. The letters listed are filed in the general correspondence of the inspector of machinery (see entry 1101) and in the several series of correspondence, described below, relating to individual vessels.

ACKNOWLEDGMENTS OF LETTERS RECEIVED FROM THE BUREAU. 1899-1902. 1 vol.  
3 in. 1104

Copies of weekly letters sent to the Bureau by the inspector of machinery listing Bureau communications and acknowledging their receipt. Arranged chronologically.

PAPERS RELATING TO MONTHLY REPORTS OF THE INSPECTOR OF MACHINERY.  
1895-97. 6 in. 1105

Rough drafts, notes, and copies of statements and drafts of reports showing number and type of workmen employed, hours worked, and wages paid, and kind, quantity, and cost of materials received and used in the construction and installation of machinery on board various torpedo boats. Unarranged.

REPORTS OF MATERIAL REJECTED BY THE INSPECTOR OF MACHINERY. 1895-96.  
1/4 in. 1106

Consist of monthly lists of machinery and machinery parts and accessories rejected, giving name of manufacturer, a brief description of material, reasons for rejection, and remarks. Unarranged.

PROGRESS OF WORK REPORTS OF THE INSPECTOR OF MACHINERY. 1895-98. 3 in.  
1107

Copies of monthly reports listing the quantity of machinery, machinery parts, and accessories received and machined for use in the construction of various torpedo boats. Arranged chronologically.

CONTRACTS FOR TORPEDO BOATS AND RELATED CORRESPONDENCE. 1895-98.  
1/2 in. 1108

Copies of contracts for various torpedo boats filed in the office of the inspector of machinery, together with related correspondence. Arranged by name or number of vessel.



RECORDS RELATING TO PAYMENTS TO CONTRACTORS. 1895-98. 3 in. 1109

Copies of contractors' bills and applications forwarded to the Bureau of Steam Engineering by the inspector of machinery requesting payment in accordance with contract agreements for work performed on various torpedo boats, together with special reports of work completed. Unarranged.

OPEN PURCHASE VOUCHERS. 1895-1904. 7 in. 1110

Vouchers of the office of the inspector of machinery relating to the purchase of all types of supplies and equipment. They show date, name of contractor or manufacturer, and kind, quantity, and cost of material involved. Arranged numerically by voucher number.

MISCELLANEOUS RECORDS OF THE INSPECTOR OF MACHINERY. 1895-1904. 9 in. 1111

Include correspondence and reports on trials and performances; estimates of unfinished work; express company receipts for packages delivered; papers relating to repair work, finished drawings, and valve functions; contractor's bills for overtime; miscellaneous blueprints; copies of specifications; and statements of pounds of materials received. Unarranged.

RECORDS OF BOARDS ON CHANGES. 1896-98. 3 in. 1112

Reports of boards on increased or decreased costs involved as a result of changes in the design of machinery and machinery accessories on board various torpedo boats, together with copies of bills submitted by the contractor for these changes. Unarranged.

EFFICIENCY REPORTS OF CIVILIAN EMPLOYEES. 1896-1903. 1 in. 1113

Semiannual reports on the character, efficiency, and productivity of office employees, special laborers, and mechanics. Unarranged.

RECORDS RELATING TO MATERIALS FOR THE CONSTRUCTION OF BUILDINGS. 1900-1901. 1 vol. 3 in. 1114

Relate mainly to materials used in erecting the Construction and Repair Building at the Washington Navy Yard, and the Torpedo Storehouse at the Norfolk Navy Yard. The records consist of reports of materials shipped by manufacturers to the inspector of machinery at the Columbian Iron Works for examination and reshipment, together with related correspondence on tests and specifications, and blueprints. Arranged by name or type of building and thereunder in roughly chronological order.

RECORDS RELATING TO MATERIALS FOR BUILDINGS AT THE WASHINGTON NAVY YARD AND FOR THE 120-TON FLOATING DERRICK AT THE NORFOLK NAVY YARD.

1901-3. 1 vol. 2 in. 1115

Letters received by the inspector of machinery and copies of letters sent, together with reports of materials shipped, shipping receipts, copies of specifications, and reports on the chemical analysis and testing of various metal products. Arranged chronologically.

NAVY YARD ORDERS AND CIRCULAR LETTERS. 1901-4. 1/4 in. 1116

Printed copies of navy yard orders and circular letters of the Navy Department relating mainly to personnel qualifications, employment, pay, leave, and working conditions. Unarranged.



- NOTES ON MARINE ENGINEERING. n.d. 1 vol. 1/4 in. 1117  
This volume contains blueprints and diagrams of machinery and accessories, rough drawings, and notes on engineering problems. Unarranged.
- LETTERS SENT TO THE BUREAU BY THE INSPECTOR OF MACHINERY RELATING TO THE FOOTE. 1895-98. 1 vol. 2 in. 1118  
Press copies of letters sent. Arranged chronologically. There is an index, arranged alphabetically by initial letter of subject, showing subject and page number.
- LETTERS SENT TO THE CONTRACTORS BY THE INSPECTOR OF MACHINERY RELATING TO THE FOOTE. 1895-98. 1 vol. 2 in. 1119  
Press copies of letters sent. Arranged chronologically. There is an index, arranged alphabetically by initial letter of subject, showing subject and page number.
- LETTERS RECEIVED BY THE INSPECTOR OF MACHINERY FROM THE BUREAU RELATING TO THE FOOTE. 1895-97. 1 vol. 3 in. 1120  
Arranged numerically by file number. There is an index, arranged alphabetically by initial letter of subject, showing subject and file number.
- LETTERS RECEIVED FROM THE CONTRACTORS RELATING TO THE FOOTE. 1895-97. 1 vol. 3 in. 1121  
Copies of letters from the contractors to the Chief of the Bureau, which were transmitted to the inspector of machinery. Arranged numerically by file number, with an index showing subject and file number.
- CORRESPONDENCE OF THE INSPECTOR OF MACHINERY RELATING TO THE GENERAL HUNT. 1899-1900. 1 in. 1122  
Letters received and copies of letters sent relating to the construction of the vessel. The despatch boat General Hunt was built by the R. M. Spedden Shipbuilding Co., Baltimore, Md., and the inspector of machinery at the Columbian Iron Works superintended the construction and installation of the vessel's machinery. Unarranged.
- CORRESPONDENCE OF THE INSPECTOR OF MACHINERY RELATING TO THE McKEE. 1896-98. 2 vols. 6 in. 1123  
Letters received and copies of letters sent. Arranged numerically by file number, with an index showing subject of letter and file number.
- REPORTS OF LABOR AND MATERIALS RELATING TO THE MACHINERY OF THE McKEE. 1897-98. 1/4 in. 1124  
Monthly reports showing kind and quantity of materials received, and monthly reports of employees showing types of laborers hired and amounts of time expended. Arranged by type of report and thereunder chronologically. These reports are referred to in the first part of the volume containing the register of letters received from the Bureau of Steam Engineering and the Bureau of Ordnance (see entry 1102).



LETTERS SENT TO THE BUREAU BY THE INSPECTOR OF MACHINERY REGARDING THE PLUNGER. July 1895-June 1899. 1 vol. 1 in. 1125  
Press copies of letters sent. Arranged chronologically, with an index in the volume.

LETTERS SENT TO THE CONTRACTORS BY THE INSPECTOR OF MACHINERY REGARDING THE PLUNGER. Aug. 1895-Dec. 1898. 1 vol. 1 in. 1126  
Press copies of letters sent regarding drawings, blueprints, specifications, and inspections of materials for machinery. Arranged chronologically.

LETTERS RECEIVED BY THE INSPECTOR OF MACHINERY FROM THE BUREAU RELATING TO THE PLUNGER. 1895-1900. 1 vol. 1 in. 1127  
Arranged numerically by file number, with an index showing subject and file number.

LETTERS RECEIVED FROM THE CONTRACTORS RELATING TO THE PLUNGER. 1895-1900. 1 vol. 1 in. 1128  
Copies of letters from the contractors to the Chief of the Bureau which were transmitted to the inspector of machinery. Arranged numerically by file number, with an index showing subject and file number.

REPORTS REGARDING THE PLUNGER. Sept. 1895-Mar. 1900. 2 in. 1129  
Monthly reports of the inspector of machinery relating to machinery on the submarine torpedo boat Plunger. They show progress of work during the month and general conditions at the time the report was submitted. Arranged chronologically.

PAPERS RELATING TO MONTHLY REPORTS REGARDING THE PLUNGER. May 1896-May 1899. 1 in. 1130  
Relate to the reports described in entry 1129. These papers consist of lists of the cost of materials for machinery, bills for materials, and statements of the classes of labor employed showing number employed in each class, number of hours worked by each class, and amount paid to each class. Arranged chronologically.

APPLICATIONS FOR PAYMENTS ON MACHINERY OF THE PLUNGER. 1896-98. 1 in. 1131  
Applications of the contractor (the John P. Holland Torpedo Boat Co. of Baltimore, Md.) for installment payments on the contract for machinery, with the following attached papers: reports of the inspector of machinery, Columbian Iron Works and Dry Dock Co., Baltimore, Md., on the condition of work on the machinery and on weights and costs of labor and material, and a joint statement of the inspector of machinery and the superintending constructor at the Columbian Iron Works and Dry Dock Co. that the work had progressed sufficiently to justify payment. Arranged chronologically.

MISCELLANEOUS RECORDS OF THE INSPECTOR OF MACHINERY RELATING TO THE PLUNGER. 1895-1900. 1/4 in. 1132  
A contract and specifications for the construction of the vessel, instructions from the Bureau of Steam Engineering to the inspector of machinery, and a report of weights placed on board and of scrap removed. Unarranged.



LETTERS SENT TO THE BUREAU BY THE INSPECTOR OF MACHINERY RELATING TO THE RODGERS. 1895-98. 1 vol. 2 in. 1133

Press copies of letters sent. Arranged chronologically. An index, arranged alphabetically by initial letter of subject, shows subject and page number.

LETTERS SENT TO THE CONTRACTORS BY THE INSPECTOR OF MACHINERY RELATING TO THE RODGERS. 1895-98. 1 vol. 2 in. 1134

Press copies of letters sent. Arranged chronologically. An index, arranged alphabetically by initial letter of subject, shows subject and page number.

LETTERS RECEIVED BY THE INSPECTOR OF MACHINERY FROM THE BUREAU RELATING TO THE RODGERS. 1895-98. 1 vol. 3 in. 1135

Arranged numerically by file number, with an index showing subject and file number.

LETTERS RECEIVED FROM THE CONTRACTORS RELATING TO THE RODGERS. 1895-98. 1 vol. 2 in. 1136

Copies of letters from the contractors to the Chief of the Bureau, which were transmitted to the inspector of machinery. Arranged chronologically.

RECORDS RELATING TO THE TINGEY. 1898-1903. 7 vols. 2 ft. 1137

Correspondence, reports, and memoranda relating to contracts, instructions from the Bureau, boards on changes and appraisement, and types of machinery and machinery parts and accessories. The records relating to various subjects were given individual file numbers (as Pistons: 2; Trial Boards: 10; Condensers: 11) and further subdivided alphabetically, if necessary (Water Piping for Engine Room: 26B; Piping for Water Service: 26N). The records are arranged numerically according to this scheme, thereunder alphabetically by file letter of subdivision, and thereunder chronologically, with an outline of the pertinent classification scheme at the beginning of each volume.

RECORDS RELATING TO INSPECTION OF MATERIALS FOR THE TINGEY. 1898-1903. 4 vols. 1 ft. 1138

Letters received from the Bureau of Steam Engineering, contractors, and manufacturers, and copies of letters sent by the inspector of machinery relating to inspections of machinery and machinery parts and accessory equipment to be used in the construction of the Tingey, together with reports of materials shipped, invoices, and blueprints. The various types of parts and accessories were given alphabetical-numerical designations and the records are arranged alphabetically by these file symbols. A key to this classification scheme, listing the parts and accessories and giving the assigned file letter, precedes the records.

REPORTS OF LABOR AND MATERIALS RELATING TO THE MACHINERY OF THE TINGEY. 1898-1903. 1 vol. 1/2 in. 1139

Monthly reports of employees showing types of laborers hired and amounts of time expended; monthly reports showing kind and quantity of materials received for use on board the vessel; and reports of materials



rejected giving date of rejection, name of contractor, description of material, reasons for rejection, and cause assigned. Arranged by type of report and thereunder chronologically.

REPORTS OF MATERIAL REJECTED IN THE CONSTRUCTION OF THE TINGEY. 1899-1902. 1 in. 1140

Reports of the inspector of machinery giving date, name of manufacturer, description of material, treatment and tests applied, reasons for rejection, causes assigned, and remarks. Unarranged.

REPORTS OF THE INSPECTOR OF MACHINERY ON PROGRESS OF WORK ON THE MACHINERY OF THE TINGEY. 1899-1903. 1 vol. 3 in. 1141

Copies of monthly reports listing quantity of machinery parts and accessories received and machined for use in construction of the vessel. Arranged chronologically.

RECORDS RELATING TO THE PAYMENT OF CONTRACTORS FOR WORK ON THE MACHINERY OF THE TINGEY. 1899-1903. 3 in. 1142

Copies of bills and applications forwarded to the Bureau of Steam Engineering by the inspector of machinery requesting payments in accordance with contract agreements for work performed in the construction of the vessel, together with special reports of work completed, and related papers. Arranged chronologically.

CONTRACTORS' LABOR AND MATERIAL REPORTS ON CONSTRUCTION OF THE TINGEY. 1899-1904. 1 vol. 3 in. 1143

Monthly statements and reports from contractors showing number and type of workmen employed, hours worked, and wages paid; and the kind, quantity, and cost of materials received and used in the construction and installation of machinery on board the vessel. Arranged chronologically.

RECORDS OF THE BOARD OF APPRAISAL TO EXAMINE CONSTRUCTION OF THE TINGEY. 1901. 1 in. 1144

On April 3, 1901, the Secretary of the Navy ordered a board, consisting of five members and presided over by the inspector of machinery at the Columbian Iron Works, to make a complete appraisal of all work done or begun on the Tingey and to assess the market value of all materials and property related thereto. These records consist of reports and appraisals of work done on the Tingey, estimates on work not completed or furnished, and a record of proceedings of the board. Unarranged.

DESCRIPTION OF THE MACHINERY OF THE TINGEY. 1903. Less than 1/4 in. 1145

A copy of a report submitted to the Bureau by the inspector of machinery describing in detail the engines, boilers, and auxiliary machinery of the Tingey. Arranged by type of machinery.

BLEPRINTS OF THE MACHINERY OF THE TINGEY. 1903. 1/2 in. 1146

Blueprints of various parts and accessories of the vessel's machinery. Unarranged.



LISTS OF DRAWINGS OF MACHINERY FOR THE TINGEY. n.d. 2 vols. 1/2 in. 1147

Lists of drawings of machinery and machinery accessories. One volume is entitled "Proposed Drawings." Arranged alphabetically by initial letter of name of part or accessory. File numbers are shown, but no series of drawings or blueprints bearing these file numbers has been found.

MISCELLANEOUS RECORDS RELATING TO THE TINGEY. ca. 1901. 1 in. 1148

Include inventories of engineering and ordnance material on board the vessel, estimates of funds expended for labor and machinery, lists of materials on hand for use in construction, and lists of construction and repair material placed on board the Tingey. Unarranged.

LETTERS SENT TO THE BUREAU BY THE INSPECTOR OF MACHINERY RELATING TO THE WINSLOW. 1895-98. 1 vol. 2 in. 1149

Press copies of letters sent. Arranged chronologically. An index, arranged alphabetically by initial letter of subject, shows subject and page number.

LETTERS SENT TO THE CONTRACTORS BY THE INSPECTOR OF MACHINERY RELATING TO THE WINSLOW. 1895-98. 1 vol. 2 in. 1150

Press copies of letters sent. Arranged chronologically.

LETTERS RECEIVED BY THE INSPECTOR OF MACHINERY FROM THE BUREAU RELATING TO THE WINSLOW. 1895-98. 1 vol. 3 in. 1151

Arranged numerically by file number, with an index showing subject and file number.

LETTERS RECEIVED FROM THE CONTRACTORS RELATING TO THE WINSLOW. 1895-98. 1 vol. 2 in. 1152

Copies of letters from the contractors to the Chief of the Bureau, which were transmitted to the inspector of machinery. Arranged chronologically.

REPORTS OF THE INSPECTOR OF MACHINERY ON THE PLUNGER AND THE TINGEY. 1899-1904. 1 vol. 3 in. 1153

Copies of annual, special, and monthly reports relating to the construction and installation of machinery on these vessels and to the labor and materials expended. Arranged chronologically.

PAYMENT DATA BOOK FOR THE TRUXTUN, THE WHIPPLE, AND THE WORDEN. 1899-1902. 1 vol. 1/2 in. 1154

This volume contains reports on payments made to contractors in accordance with contract agreements. It shows amounts of money expended for labor and materials; kind, quantity, and cost of materials received; data on contract reservations; payments made; and related information. Arranged by type of report and thereunder by name of vessel.



Records Relating to the William Cramp and Sons Shipbuilding Co.  
Philadelphia, Pa.

CORRESPONDENCE OF THE INSPECTOR OF MACHINERY RELATING TO THE WYOMING.

1912. 4 in.

1155

Requests from the Bureau of Steam Engineering to the inspector of machinery at Philadelphia, Pa., who was also senior member of the board to determine the cost of changes in the machinery of vessels being built at the William Cramp and Sons Shipbuilding Co., for information regarding the cost of changes on the Wyoming and copies of replies stating cost of changes. Incoming correspondence and replies thereto are filed together; the correspondence is otherwise unarranged.

Records Relating to the Crescent Shipyard, Elizabethport, N. J.

LETTERS SENT BY THE INSPECTOR OF MACHINERY RELATING TO THE FLORIDA.

1898-1903. 1 vol. 3 in.

1156

Press copies of letters sent. Arranged chronologically. There is an index, arranged alphabetically by initial letter of subject, showing subject and page number.

LETTERS RECEIVED FROM THE BUREAU BY THE INSPECTOR OF MACHINERY RELATING TO THE FLORIDA. 1898-1903. 6 in.

1157

Arranged numerically by file number.

LETTERS RECEIVED FROM THE CONTRACTORS RELATING TO THE FLORIDA. 1900-1903. 9 in.

1158

Letters received by the inspector of machinery and copies of letters from contractors to the Chief of the Bureau, which were transmitted to the inspector of machinery. Arranged numerically by file number.

SPECIAL FILE OF LETTERS FROM THE CONTRACTORS RELATING TO THE FLORIDA.

1900. 1 vol. 1/2 in.

1159

These letters were withdrawn from the letters received (described in entry 1158) and assigned new file numbers. Arranged numerically by file number. There is an index, arranged alphabetically by initial letter of subject, showing subject and file number.

Records Relating to the Delaware River Iron Shipbuilding Co.  
Chester, Pa.

CORRESPONDENCE OF THE INSPECTOR OF MACHINERY RELATING TO THE PURITAN.

1882-85. 3 in.

1160

Letters received and copies of letters sent relating to the installation and repair of machinery on board this vessel. Unarranged.

Records Relating to the Gas Engine and Power Co. and to  
Charles L. Seabury and Co., Consolidated, Morris Heights, N. Y.

CORRESPONDENCE OF THE INSPECTOR OF MACHINERY. July 1903-May 1904;

Nov. 1905-Feb. 1906. 1 vol. 1 in.

1161

The correspondence dating from July 1903 to May 1904 consists chiefly



of press copies of letters received by the inspector of machinery from the Bureau, with a few press copies of letters received from other naval engineering inspectors relating to meetings of boards of changes and a few press copies of endorsements sent by the inspector of machinery. This correspondence concerns the Paducah and the Dubuque as well as general matters relating to the construction of vessels. The correspondence dating from November 1905 to February 1906 consists of press copies of letters received and sent by the inspector of machinery relating to personnel, payments, accounts, trials of the Paducah and the Dubuque, and the closing of the office of the inspector of machinery at the Gas Engine and Power Co. Arranged chronologically. There is a subject index, arranged alphabetically by initial letter of subject, showing subject and page number.

LETTERS RECEIVED FROM THE BUREAU BY THE INSPECTOR OF MACHINERY RELATING TO THE BAILEY. 1897-1901. 1 vol. and unbound papers. 5 in. 1162

This volume covers the period 1897-99. The earlier letters in it are arranged numerically; the other correspondence in the volume and the loose material covering the period 1900-1901 are arranged chronologically. There is an index in the volume, arranged alphabetically by initial letter of subject, showing subject and file number.

CORRESPONDENCE OF THE INSPECTOR OF MACHINERY WITH THE CONTRACTORS RELATING TO THE BAILEY. 1897-1901. 1 vol. and unbound papers. 5 in. 1163

Letters received from the contractors, copies of replies sent by the inspector of machinery, and copies of letters from the contractors to the Chief of the Bureau, which were transmitted to the inspector of machinery. The volume covers the period 1897-1900. The earlier letters in it are arranged numerically, and the other correspondence in the volume and the loose material covering the period 1900-1901 are arranged chronologically. There is an index in the volume, arranged alphabetically by initial letter of subject, showing subject and file number.

RECORDS OF THE INSPECTOR OF MACHINERY RELATING TO PROGRESS OF WORK ON THE DUBUQUE. 1903-5. 1 in. 1164

Copies of monthly reports and related correspondence showing condition of work on machinery of vessel, number of men employed, and amount of materials received. Arranged chronologically.

RECORDS OF THE INSPECTOR OF MACHINERY RELATING TO PROGRESS OF WORK ON THE PADUCAH. 1903-5. 1 in. 1165

Copies of monthly reports and related correspondence showing condition of work on machinery of vessel, number of men employed, and amount of materials received. Arranged chronologically.

LETTERS SENT BY THE INSPECTOR OF MACHINERY RELATING TO THE PADUCAH AND THE DUBUQUE. June 1903-Jan. 1906. 3 vols. 3 in. 1166

Press copies of letters to the Bureau, officials of the Gas Engine and Power Co., the commandant of the New York Navy Yard, and a few others. Some of the letters are in the form of endorsements. Arranged chronologically.



RECORDS OF BOARDS OF CHANGES RELATING TO THE PADUCAH AND THE DUBUQUE.

1903-5. 2 in.

1167

Include copies of reports of boards that were appointed to appraise the amount of increase or decrease in cost resulting from changes in the installation of machinery and of machinery parts and accessories on board the vessels, and related correspondence of the inspector of machinery with the Bureau and the contractors. Arranged chronologically.

RECORDS OF THE INSPECTOR OF MACHINERY RELATING TO THE BOILERS OF THE

PADUCAH AND THE DUBUQUE. 1903-5. 1 in.

1168

Include copies of monthly reports on boilers showing condition of work, correspondence on weight of parts and cost of materials, and reports on labor expended on boilers of the vessels. Arranged in roughly chronological order.

LETTERS SENT BY THE INSPECTOR OF MACHINERY RELATING TO THE STEWART.

1898-1902. 2 vols. 2 in.

1169

Press copies of letters sent. Arranged chronologically.

LETTERS RECEIVED FROM THE BUREAU BY THE INSPECTOR OF MACHINERY RELATING TO THE STEWART. 1898-1903. 3 in.

1170

Arranged chronologically.

LETTERS RECEIVED FROM THE CONTRACTORS RELATING TO THE STEWART. 1899-1903. 4 in.

1171

Letters received by the inspector of machinery and copies of letters from the contractors to the Chief of the Bureau, the Secretary of the Navy, and others, which were transmitted to the inspector of machinery. Arranged chronologically.

LETTERS SENT BY THE INSPECTOR OF MACHINERY RELATING TO THE WILKES (TORPEDO BOAT NO. 35). Dec. 1898-Nov. 1902. 2 vols. 2 in.

1172

Press copies of letters sent to the Bureau. Arranged chronologically.

LETTERS RECEIVED FROM THE BUREAU BY THE INSPECTOR OF MACHINERY RELATING TO THE WILKES. 1898-1902. 2 in.

1173

Arranged chronologically.

LETTERS RECEIVED FROM THE CONTRACTORS RELATING TO THE WILKES. 1897-1902. 3 in.

1174

Letters received by the inspector of machinery and copies of letters from the contractors to the Chief of the Bureau, which were transmitted to the inspector of machinery. Arranged chronologically.

Records Relating to the George Lawley and Son Corp.  
South Boston, Mass.

CORRESPONDENCE OF THE INSPECTOR OF MACHINERY. 1898-1902. 1 vol. 2 in.

1175

Letters received from the Bureau, the contractors, and other correspondents, and copies of letters sent relating to matters of general administration not applicable to a particular vessel. Arranged in roughly chronological order.



REPORTS ON CLERICAL WORK. 1900-1902. 2 vols. 3 in. 1176  
Daily reports detailing the work performed by clerks in the office of the inspector of machinery. Arranged chronologically.

LETTERS SENT TO THE BUREAU BY THE INSPECTOR OF MACHINERY RELATING TO THE BLAKELY AND THE DeLONG. 1898-1900. 1 vol. 2 in. 1177  
Press copies of letters sent. Arranged chronologically. An index, arranged alphabetically by initial letter of subject, shows subject and page number.

MISCELLANEOUS LETTERS SENT BY THE INSPECTOR OF MACHINERY RELATING TO THE BLAKELY AND THE DeLONG. 1898-1904. 2 vols. 5 in. 1178  
These volumes contain press copies of letters addressed mainly to bureaus of the Navy Department (other than the Bureau of Steam Engineering), the contractors, naval personnel at navy yards and private construction companies, and other correspondents; and copies of monthly reports on the progress of work on machinery, addressed to the Chief of the Bureau of Steam Engineering. Arranged chronologically. An index at the front of each volume, arranged alphabetically by initial letter of subject, shows subject and page number.

LETTERS RECEIVED BY THE INSPECTOR OF MACHINERY RELATING TO THE BLAKELY AND THE DeLONG. 1898-1903. 3 vols. 8 in. 1179  
Letters received from the Bureau. Arranged chronologically.

LETTERS RECEIVED BY THE INSPECTOR OF MACHINERY RELATING TO ORDERS FOR MATERIAL FOR THE BLAKELY AND THE DeLONG. 1898-1902. 2 vols. 3 in. 1180  
Letters and copies of letters from contractors advising the inspector of machinery that the materials listed had been ordered from various manufacturers. Arranged chronologically.

LETTERS RECEIVED BY THE INSPECTOR OF MACHINERY RELATING TO MATERIALS FOR THE BLAKELY AND THE DeLONG. 1900-1903. 1 vol. 2 in. 1181  
Letters received from the contractors advising the inspector of machinery that the materials listed had been received from various manufacturers. Arranged chronologically.

LETTERS RECEIVED BY THE SUPERINTENDING ENGINEER RELATING TO THE BLAKELY AND THE DeLONG. 1898-1901. 3 vols. 8 in. 1182  
Copies of letters received from the contractors. Arranged chronologically.

RECORDS OF BOARDS OF CHANGES RELATING TO THE BLAKELY AND THE DeLONG. 1899-1902. 1 vol. 2 in. 1183  
Copies of reports of boards appointed to ascertain the increased or decreased cost resulting from changes in the installation of machinery and machinery parts and accessories on board the vessels, and related correspondence of the inspector of machinery with the Bureau and the contractors. Arranged chronologically.



REPORTS OF MATERIALS SHIPPED IN THE CONSTRUCTION OF THE BLAKELY AND THE DeLONG. 1899-1903. 1 vol. 1 in. 1184

Reports and copies of reports received by the inspector of machinery showing kind and quantity of material shipped, a brief description of items, name of manufacturer, and name of inspector approving material. Arranged chronologically.

RECORDS RELATING TO TESTS ON THE MACHINERY OF THE BLAKELY AND THE DeLONG. 1900-1902. 1 vol. 1/2 in. 1185

Reports of tests conducted on the machinery and on the machinery parts and accessories of the vessels, together with related tables, diagrams, and drawings. Arranged chronologically.

DRAFTSMEN'S REPORTS RELATING TO THE BLAKELY AND THE DeLONG. 1900-1902. 2 vols. 4 in. 1186

Daily reports of draftsmen to the inspector of machinery detailing work done by them and the general progress of work on board the vessels. Arranged chronologically.

Records Relating to the Maryland Steel Co., Sparrows Point, Md.

REPORTS ON LABOR AND MATERIAL EXPENDED ON THE MACHINERY OF THE TRUXTUN, THE WHIPPLE, AND THE WORDEN (DESTROYERS NOS. 14, 15, AND 16, RESPECTIVELY). June 1899-Oct. 1902. 2 ft. 1187

Weekly reports from the Marine Department of the company to the inspector of machinery showing class of labor, total number of hours worked by each class, and total amount paid to each class. Included are weekly invoices of material showing kind of material; number, size, and description of individual pieces; from whom received; weight; price per unit; and total cost. Arranged by name of vessel and thereunder chronologically by month.

RECORDS RELATING TO THE ULYSSES AND THE ACHILLES. 1912-15. 9 in. 1188

These vessels, referred to as the Panama Colliers, were contracted for by the Isthmian Canal Commission for construction under the supervision of the Navy Department. The records consist of applications by the contractor for payments on installments as the work progressed--with notarized statements concerning the financial condition of the company, form requests to the Secretary of the Navy for payment, certifications by the inspector of machinery and superintending constructor that the work had progressed sufficiently to justify payment, reports on the condition of the work by the inspector of machinery, and memorandum copies of bills of payment; Navy Department circulars containing general information for inspectors and instructional memoranda from the Chief of the Bureau of Steam Engineering; correspondence regarding drawings, electrical apparatus, and progress of work; orders for material; and miscellaneous items, including a copy of the contract for the vessels. Arranged in folders labeled "Payments," "General Correspondence," "Orders for Material," "Correspondence Regarding Drawings," etc., the folders being in no particular order.



RECORDS RELATING TO THE ORION AND THE JASON (FLEET COLLIER). 1912-13.

3 in.

1189

Records of payments to the contractor on installments, similar to those described in entry 1188; correspondence regarding drawings, plans, specifications, and authorized changes in design; allowance lists of navigation instruments for the Jason; and reports of trials of the Orion. Arranged by subject.

Records Relating to the Moran Brothers Co., Seattle, Wash.

LETTERS SENT BY THE INSPECTOR OF MACHINERY RELATING TO THE ROWAN (TORPEDO BOAT NO. 8). Jan. 1896-Jan. 1899. 3 vols. 3 in.

1190

Press copies of letters sent to the Bureau of Steam Engineering, the commandants of the Mare Island, Calif., Navy Yard and the Puget Sound Naval Station, Seattle, Wash., and the trial board for the Rowan. Arranged chronologically. Many of the earlier letters are illegible.

LETTERS AND TELEGRAMS RECEIVED BY THE INSPECTOR OF MACHINERY RELATING TO THE ROWAN. Dec. 1895-Feb. 1899. 2 vols. 2 in.

1191

Letters and telegrams received from the Bureau. Arranged chronologically.

Records Relating to the Park Brothers Co., Pittsburgh, Pa.

REPORTS OF STEEL TESTS BY THE INSPECTOR OF MATERIAL. Oct. 1883-Nov. 1884. 1 vol. 1 in.

1192

Weekly reports of tensile tests showing material tested, heat number, dimensions of piece tested, amount of first stress, amount of elongation under first stress, ultimate stress and final elongation, whether material passed or failed, length between marks before and after fracture, actual elongation and actual breaking stress, and final dimensions; and weekly reports of quenching tests showing material tested, heat number, dimensions of piece tested, whether material passed or failed, ordered and actual weight, and percent of defect or excess of weight. Arranged by type of test and thereunder chronologically. There are also a few pages of reports of rivet tests made in 1883 at the Jones and Laughlin Co., Pittsburgh, Pa., showing material tested, marks, and data regarding diameters of rivet holes and stresses.

Records Relating to the William R. Trigg Co., Richmond, Va.

APPLICATIONS FOR PAYMENT. 1898-1901. 3 in.

1193

Copies of letters of application for installment payments from the contractor for the torpedo boat destroyers Dale, Decatur, Shubrick, Stockton, and Thornton, with the following attached papers: a statement from the contractor giving in detail the cost of labor and materials for machinery of the vessels; the contractor's report on condition of work; the inspector of machinery's report concerning weights and costs of material and labor; and a joint statement by the inspector of machinery and the superintending constructor that the work had progressed sufficiently to justify payment. Arranged by name of vessel and thereunder by number of installment payment applied for.



CORRESPONDENCE RELATING TO THE DALE. 1899-1901. 1 index vol. and unbound papers. 6 in.

1194

Correspondence of the superintending engineer and the inspector of machinery with the Chief of the Bureau of Steam Engineering, a few other officials of the Navy Department, officials of the William R. Trigg Co., and the superintending constructor on duty at the company. A few items relate to both the Dale and the Decatur. Letters and the replies thereto are filed together. Arranged numerically by file number. The index volume, arranged alphabetically by initial letter of subject, shows subject and file number of correspondence. It also shows for most of the entries the file number of pertinent correspondence of the Bureau of Steam Engineering.

CORRESPONDENCE RELATING TO THE DECATUR. 1899-1902. 1 index vol. and unbound papers. 6 in.

1195

Correspondence of the superintending engineer and the inspector of machinery with the Chief of the Bureau of Steam Engineering, a few other officials of the Navy Department, officials of the William R. Trigg Co., and the superintending constructor on duty at the company. A few items relate to both the Decatur and the Dale. Letters and the replies thereto are filed together. Arranged numerically by file number. The index volume, arranged alphabetically by initial letter of subject, shows subject and file number of correspondence. It also shows for most of the entries the file number of pertinent correspondence of the Bureau of Steam Engineering.

CORRESPONDENCE RELATING TO THE SHUBRICK. 1898-1902. 1 index vol. and unbound papers. 6 in.

1196

Correspondence of the superintending engineer and the inspector of machinery with the Chief of the Bureau of Steam Engineering, a few other officials of the Navy Department, officials of the William R. Trigg Co., and the superintending constructor on duty at the company. Letters and the replies thereto are filed together. Arranged numerically by file number. The index volume, arranged alphabetically by initial letter of subject, shows subject and file number of correspondence. It also shows for most of the entries the file number of pertinent correspondence of the Bureau of Steam Engineering.

CORRESPONDENCE RELATING TO THE STOCKTON. 1898-1901. 1 index vol. and unbound papers. 6 in.

1197

Correspondence of the superintending engineer and the inspector of machinery with the Chief of the Bureau of Steam Engineering, a few other officials of the Navy Department, officials of the William R. Trigg Co., and the superintending constructor on duty at the company. Letters and the replies thereto are filed together. Arranged numerically by file number. The index volume, arranged alphabetically by initial letter of subject, shows subject and file number of correspondence. It also shows for most of the entries the file number of pertinent correspondence of the Bureau of Steam Engineering.

CORRESPONDENCE RELATING TO THE THORNTON. 1899-1902. 1 index vol. and unbound papers. 6 in.

1198

Correspondence of the superintending engineer and the inspector of



machinery with the Chief of the Bureau of Steam Engineering, a few other officials of the Navy Department, officials of the William R. Trigg Co., and the superintending constructor on duty at the company. Letters and the replies thereto are filed together. Arranged numerically by file number. The index volume, arranged alphabetically by initial letter of subject, shows subject and file number of correspondence. It also shows for most of the entries the file number of pertinent correspondence of the Bureau of Steam Engineering.

CORRESPONDENCE OF THE INSPECTOR OF MACHINERY RELATING TO THE PLUNGER.

1900-1901. 1/4 in.

1199

Letters received from the Navy Department and copies of letters sent regarding the removal of the Plunger from the Columbian Iron Works and Dry Dock Co., Baltimore, Md., to the William R. Trigg Co., Richmond, Va., the forwarding of records relating to the Plunger from the former to the latter company, and changes to be made in the machinery of the Plunger. Unarranged.

Records Relating to the Union Iron Works, San Francisco, Calif.

RECORDS OF THE INSPECTOR OF MACHINERY RELATING TO PROGRESS OF WORK ON THE

PAUL JONES. 1901-2. 1/2 in.

1200

Copies of monthly reports and related correspondence showing condition of work on machinery of the vessel, number of men employed, and amount of materials received. Arranged chronologically.

Records of Boards on Changes

CORRESPONDENCE OF BOARDS ON CHANGES. 1905-17. 3 in.

1201

Letters and memoranda received and copies of communications sent by boards on changes at shipyards on the Atlantic coast relating to changes in machinery and accessory equipment on vessels under construction. Arranged by name of shipyard and thereunder chronologically.

ORDERS APPOINTING MEMBERS OF BOARDS ON CHANGES. 1905-13. 2 in.

1202

Orders from the Secretary of the Navy to engineer officers at shipyards and navy yards on the Atlantic coast appointing them as members of boards on changes. Arranged chronologically.

RECORDS OF THE BUREAU OF EQUIPMENT

The original functions of the Bureau of Equipment and Recruiting, later the Bureau of Equipment, were to supply all vessels in commission with sails, anchors, cables, blocks, fuel, rigging and yeomen's stores not provided by other bureaus, and to recruit and estimate for the pay of all seamen, ordinary seamen, landsmen, and boys required by the naval service. In order to carry out these duties the Bureau of Equipment and Recruiting was placed in charge of all ropewalks and shops manufacturing anchors, cables, rigging, and other equipment, and inspectors of equipment were stationed at shipyards to see that required specifications were met. The Bureau had under its control all rendezvous and receiving ships, and it maintained all service records for the enlisted personnel. It was also



charged with the administration of the apprentice training system that was inaugurated in 1875.

The duties of the Bureau of Equipment and Recruiting did not change materially until 1889. On June 25 of that year the Secretary of the Navy transferred the personnel activities of the Bureau to the Bureau of Navigation, effective July 1, 1889. In return, the Bureau received from the Bureau of Navigation the direction of the Office of the Inspector of Electrical Appliances, the Office of the Superintendent of Compasses, the Nautical Almanac Office, the Hydrographic Office, and the Naval Observatory. In March 1891 the name of the Bureau was changed to the Bureau of Equipment. In 1892 the Hydrographic Office was restored to the Bureau of Navigation, but in 1893 it was again transferred to the Bureau of Equipment where it remained until 1910.

The duties of the Bureau of Equipment in the years after 1889 were as follows: to supply or to supply and manufacture rope, canvas, navigation instruments, cables, chains, anchors, rigging, and galley, bakery, and messroom equipment for naval vessels; to purchase, store, and transport water for all purposes on board naval vessels and coal or other fuel for motive power, and to be in charge of naval coal depots and coaling stations; to defray the expenses of pilotage for all ships in commission; to construct wireless stations and to install wireless apparatus on board ships and at shore stations; to inspect and store equipment in shipbuilding and navy yards; and to be in charge of ships' libraries, the Hydrographic Office, the Naval Observatory, and the Nautical Almanac and Compass Offices. Before the advent of wireless telegraphy at shore establishments and on board naval vessels a Homing Pigeon Service was also maintained by the Bureau.

The Bureau of Equipment was abolished by an act of Congress approved June 24, 1910, to be effective June 30, 1910. During the next year, by order of the Secretary of the Navy, the following distribution of the Bureau's duties was made: the Bureau of Supplies and Accounts was authorized to purchase, store, ship, and issue all supplies, including water and coal; the Bureau of Construction and Repair was authorized to manufacture anchors and cables, to supply and fit rope, cordage, and galley equipment, and, in conjunction with the Bureau of Steam Engineering, to install all voice tubes, conduits, and means of mechanical signaling on board naval vessels; the Bureau of Yards and Docks was authorized to maintain and repair all coaling plants at navy yards; the Bureau of Steam Engineering was authorized to maintain and repair all coaling plants not at navy yards, to operate mechanical coaling plants everywhere, and to design, supply, and install all means of interior and exterior electrical signal communications and all electrical appliances on board naval vessels; and the Bureau of Navigation was given charge of the Hydrographic Office, the Naval Observatory, and the Nautical Almanac and Compass Offices, and was authorized to supply navigation equipment and to defray the expense of pilotage for all vessels in commission. The Bureau of Equipment was formally abolished by an act of Congress approved June 30, 1914.

The records of the Bureau of Equipment described in this inventory are fragmentary. They consist of correspondence; records relating to naval



coaling stations and the Naval Observatory; records concerning communications, supplies and equipment, and ships' electrical appliances and weights; and a few records of inspectors of equipment at private shipyards. Records relating to the recruiting functions of the Bureau and to enlisted personnel are in Record Group 24, Records of the Bureau of Naval Personnel; and four volumes of records of the Bureau of Equipment are in Record Group 45, Naval Records Collection of the Office of Naval Records and Library. Records of the Naval Observatory, including records of the Nautical Almanac Office, comprise Record Group 78; and records of the Hydrographic Office comprise Record Group 37.

## GENERAL RECORDS OF THE OFFICE OF THE CHIEF OF THE BUREAU

### Correspondence

INDEX TO CORRESPONDENCE CONCERNING THE EQUIPMENT OF VESSELS. 1875-83. 2 vols. 5 in. 1203

These volumes, entitled "Key Relative to Equipment of Vessels," are an index to letters received and sent. They contain name of writer or person addressed, a brief of contents of correspondence, and file numbers. Each volume is arranged by year and thereunder alphabetically by initial letter of name of ship. There are separate entries at the end of the volume for such units as squadrons and navy yards. The correspondence to which this index refers has not been located.

GENERAL CORRESPONDENCE. 1899-1910. 298 ft. 1204

Letters received and copies of letters sent. Arranged numerically by file number, with a small group of unarranged material bearing similar file numbers at the end of the series. For indexes to this correspondence, see entries 1205-1208; for registers, see entry 1209.

INDEX TO LETTERS SENT. Jan. 1891-Oct. 1896; May 1899-Dec. 1906. 16 vols. 5 ft. 1205

These volumes show date of letter, to whom sent, a brief of contents of correspondence, and file references to pertinent letters in the registers of letters received (see entry 1209) and to the general correspondence described in entry 1204. Arranged by year and thereunder alphabetically by initial letter of name or subject, with separate entries at the end of many volumes for such items as anchors, chains, and coal. From October 1896 to May 1899 a card index was maintained in place of index volumes (see entry 1207). Copies of letters (before 1899) to which some of these volumes refer are not on file.

INDEX TO LETTERS RECEIVED. Jan. 1891-Oct. 1896; May 1899-Dec. 1906. 13 vols. 5 ft. 1206

These volumes show name of writer, a brief of contents of correspondence, and file references to letters in the general correspondence described in entry 1204. Arranged by year and thereunder alphabetically by initial letter of name or subject. There are separate entries at the end of many of the volumes for such items as anchors, chains, and coal. From October 1896 to May 1899 a card index was maintained in place of index volumes (see entry 1207). The letters (before 1899) to which some of these volumes refer are not on file.



INDEX TO CORRESPONDENCE. Oct. 1896-May 1899. 77 ft. 1207

Cards showing name of writer or person addressed, a brief of contents of correspondence, and file numbers. Arranged alphabetically by name or subject in two series, one series for incoming correspondence and the other for outgoing correspondence. For the correspondence to which these cards refer, see entry 1204.

INDEX TO CORRESPONDENCE. Jan. 1907-July 1910. 32 ft. 1208

Cards showing name of writer or person addressed, a brief of contents of correspondence, and file numbers. Arranged alphabetically by name or subject. For the correspondence to which this index refers, see entry 1204.

REGISTERS OF LETTERS RECEIVED. Jan. 1891-Oct. 1896; May 1899-Dec. 1906.

15 vols. 4 ft. 1209

These volumes show name and address of writer, a brief of contents of correspondence, file numbers, and action taken. Arranged by year and thereunder by file number. For the letters to which these registers refer, see entry 1204.

#### Records Relating to Coaling Stations and Coaling Equipment

RECORDS RELATING TO THE NAVAL COALING STATION AT HONOLULU, HAWAII.

1885-99. 2 ft. 1210

Correspondence and telegrams exchanged between the Bureau of Equipment and vessels of the fleet, American consulate officials at Honolulu, private coal dealers, and other correspondents. These records concern the procurement, storage, and dispersal of coal by the naval coaling station; receipts for coal issued to vessels, and bills for repairs to buildings at the station and for operation expenses incurred; returns of coal on hand; and reports on the operations of the coaling station. Arranged in roughly chronological order.

RECORDS RELATING TO THE NAVAL COALING STATION AT PICHILINGUS HARBOR,

LA PAZ, MEXICO. 1885-1907. 3 ft. 1211

Correspondence and telegrams exchanged between the Bureau of Equipment and vessels of the fleet, American consulate officials at La Paz, and other correspondents concerning the construction and operation of the naval coaling station; estimates and bills for repairs to buildings and for operation expenses incurred; requisitions for stores and equipment; photographs, diagrams, and blueprints of the station; and accounts of coal issued to vessels. Arranged in roughly chronological order.

RECORDS RELATING TO THE NAVAL COALING STATION AT NARRAGANSETT BAY, R. I.

1899-1901. 6 in. 1212

Correspondence exchanged between the Bureau of Equipment and naval personnel authorized to select a site for the coaling station and private parties concerned, together with diagrams, blueprints, and related material on the acquisition of land for the station; and correspondence between the Bureau and private construction companies concerning proposals for building the coaling station, with estimates of costs. Arranged in roughly chronological order.



RECORDS RELATING TO THE NAVAL COALING STATION AT SANGLEY POINT,  
PHILIPPINE ISLANDS. 1899-1902. 1 ft.

1213

Correspondence exchanged between the Bureau of Equipment and naval personnel authorized to select a site for the coaling station; correspondence between the Bureau and private construction companies; and blueprints, specifications, and estimates of cost entailed in building the coaling station. Arranged in roughly chronological order.

RECORDS RELATING TO COALING BAGS AND COALING EQUIPMENT. 1899-1910.

6 in.

1214

Correspondence exchanged between the Bureau of Equipment and naval stations, vessels of the fleet, and private manufacturers concerning the types of coaling bags used by the Bureau and the improvements in the design of the bags; requisitions for coaling bags and coaling equipment; specifications for coaling equipment; and samples of cloth used in coaling bags. Arranged in roughly chronological order.

#### Records Relating to the Naval Observatory

RECORDS CONCERNING CONSTRUCTION, LAND, AND FINANCIAL MATTERS. 1887-1910. 3 ft.

1215

Correspondence exchanged between the Bureau of Equipment and the Superintendent of the Naval Observatory and private contractors concerning construction and repair work at the Observatory, together with proposals and estimates of cost, specifications for proposed construction work and improvements, copies of contracts, and reports on construction work undertaken; authorizations for expenditures and correspondence concerning the financial condition of the Observatory; fire and damage insurance policies; and correspondence, diagrams, and blueprints concerning the acquisition of additional land. Arranged in roughly chronological order.

#### Records Relating to Communications

RECORDS RELATING TO HOMING PIGEONS. 1896-99. 1 ft.

1216

Correspondence exchanged between the Bureau of Equipment and other officials of the Navy Department, private breeders and pigeon fanciers, and other interested persons concerning the characteristics, use, and supply of homing pigeons; estimates of costs for supplying pigeons and constructing pigeon facilities; requisitions for pigeons and pigeon equipment; and reports of tests and experiments conducted with homing pigeons. Arranged in roughly chronological order.

RECORDS RELATING TO WIRELESS STATIONS AND TESTS OF WIRELESS EQUIPMENT.  
1904-10. 6 in.

1217

Reports of operations at various wireless stations; directions for using various types of wireless equipment; and reports, correspondence, and related material concerning wireless telegraph tests conducted at naval stations and on board vessels of the fleet. Arranged in roughly chronological order.



Records of Ships' Electrical Appliances and Weights

RECORD OF ELECTRICAL APPLIANCES ON VESSELS. 1893-1917. 243 vols.

36 ft.

1218

These volumes contain plans, drawings, photographs, and descriptive texts relating to ships' dynamos, generators, wiring systems, lights, and other electrically operated equipment. Arranged alphabetically by name of vessel in two overlapping series. The second series includes volumes created by the Bureau of Steam Engineering, which in 1910 inherited many of the functions of the Bureau of Equipment.

WEIGHT BOOK OF THE DENVER. n.d. 1 vol. 1 in.

1219

Shows general classes of equipment and supplies, specific items thereunder, quantities, and weights. Arranged under the headings "Equipage" and "Supplies," thereunder numerically by number of general class, and thereunder by specific item.

WEIGHT BOOKS OF THE ILLINOIS AND THE ST. LOUIS. n.d. 2 vols. 2 in.

1220

Under the headings "Equipage," "Navigator's Stores," and "Supplies" these volumes show general class of article, specific items thereunder, quantity, unit weight, and total weight. Arranged by name of vessel (one volume for each) and thereunder numerically by class number of article.

WEIGHT BOOKS. n.d. 2 vols. 1 in.

1221

Show weight, quantity, and location aboard vessels under construction at the Newport News Shipbuilding and Drydock Co., Newport News, Va., of anchors, chairs, lifts, canvases, generators, electrical appliances and fixtures, motors, and similar equipment and fittings. Arranged by type of fitting or equipment.

Records Relating to Supplies and Equipment

ALLOWANCE LIST OF EQUIPMENT FOR NAVAL VESSELS. 1891. 1 vol. 1/2 in.

1222

This volume is in two parts. Part I shows articles of equipment, class of vessel, and number of each item of equipment allowed to each class of vessel. Part II gives the same information concerning articles exempt from the general storekeeper's system (these include library books and nautical instruments). Arranged, within each part, numerically by class number of article, with tables of contents. At the end of the volume is a classification of articles showing names of articles and class numbers for which the Bureau of Equipment was responsible.

RECORD OF REQUISITIONS. 1893-94. 1 vol. 1 in.

1223

This volume relates to requisitions for supplies and equipment. It shows requisition number, date, articles requisitioned and purpose for which requisitioned, estimated cost, appropriation to which charged, date of receipt, quantity received, by whom furnished, and actual cost. Arranged chronologically.



RECORD OF SUPPLIES RECEIVED FOR GUNBOAT NO. 13. 1895-97. 1 vol. 1 in. 1224

Shows date supplies were received, supplies received, and their cost. The supplies are chiefly office supplies and routine articles of equipment. Arranged alphabetically by initial letter of name of supply.

RECORD OF EXPENDITURES OF EQUIPMENT ON THE OHIO. 1904-9. 1 vol. 1/4 in. 1225

Monthly lists of rope, canvas, wire, tar, and miscellaneous equipment and supplies expended by the Equipment Department of the vessel showing kind and quantity of stores used. Arranged chronologically.

LEDGERS OF STORES RECEIVED AND EXPENDED ABOARD THE OHIO. 1904-9. 3 vols. 3 in. 1226

These volumes are records of the Equipment Department of the vessel. They show dates of receipt and expenditure of rope, canvas, kitchen utensils, and miscellaneous supplies and fittings, and quantity and cost of materials. Arranged by name of supply or fitting and thereunder chronologically.

RECORD OF ARTICLES RECEIVED ON THE OHIO. 1909. 1 vol. 1/4 in. 1227

Lists of supplies and stores received from the general storekeeper at the New York Navy Yard showing date of receipt and kind, quantity, and cost of materials. Arranged in roughly chronological order.

#### RECORDS OF INSPECTORS OF EQUIPMENT AT SHIPYARDS

##### Records of the Inspector of Equipment at Moran Brothers Co. Seattle, Wash.

LETTERS AND ENDORSEMENTS SENT BY THE INSPECTOR OF EQUIPMENT RELATING TO THE NEBRASKA (BATTLESHIP NO. 114). June 1901-June 1907. 9 vols. 1 ft. 1228

Press copies of letters and endorsements sent. Arranged in part chronologically (numerically by file number for the period June 1901-December 1903 and thereafter by year except that endorsements retain numbers of letters to which they relate and are arranged chronologically). There is a subject index in each volume. This correspondence is duplicated in the correspondence described in entries 1229 and 1231.

LETTERS SENT BY THE INSPECTOR OF EQUIPMENT TO THE CONTRACTOR RELATING TO THE NEBRASKA. 1903-5. 3 in. 1229

Letters transmitting instructions of the Bureau to the contractor regarding specifications or changes in specifications, information concerning the installation of equipment, and comments of the inspector of equipment on work in progress or work completed. Arranged by subject.

LETTERS RECEIVED FROM THE BUREAU BY THE INSPECTOR OF EQUIPMENT RELATING TO THE NEBRASKA. May 1901-Nov. 1904. 1 vol. 2 in. 1230

Letters and a few endorsements and telegrams. Arranged chronologically, with some documents slightly out of order. There is a subject index.



CORRESPONDENCE OF THE INSPECTOR OF EQUIPMENT RELATING TO THE NEBRASKA.

1905-7. 1 ft.

1231

Letters from and copies of letters to the contractors, and letters and endorsements from and copies of letters and endorsements to the Bureau. Enclosures, such as blueprints or copies of invoices or of letters being forwarded or returned, accompany some of this correspondence. Arranged by letters received from the contractors and letters received from the Bureau, and thereunder in general chronologically, with letters or endorsements sent by the inspector of equipment accompanying the correspondence to which they relate.

Records of the Inspector of Equipment at the  
Newport News Shipbuilding and Dry Dock Co.  
Newport News, Va.

LETTERS AND ENDORSEMENTS SENT TO THE BUREAU BY THE INSPECTOR OF EQUIPMENT. Apr. 1903-July 1910. 10 vols. 1 ft.

1232

Press copies of letters and endorsements sent relating to various vessels. Arranged chronologically by year and thereunder numerically by file number. Most of the correspondence for 1908 and for the first half of 1909 is very faded, and much of it is illegible.

LETTERS AND ENDORSEMENTS SENT TO THE CONTRACTOR BY THE INSPECTOR OF EQUIPMENT. Feb.-Oct. 1904; July 1906-Jan. 1910. 6 vols. 7 in.

1233

Press copies of letters and endorsements sent relating to various vessels. Arranged chronologically by year and thereunder numerically by file number. Most of the correspondence for 1908 and for the first half of 1909 is very faded or illegible. Volumes 2-4 are missing.

LETTERS AND ENDORSEMENTS SENT BY THE INSPECTOR OF EQUIPMENT. July 1903-July 1910. 7 vols. 8 in.

1234

Press copies of letters and endorsements sent to the superintending constructor at the Newport News Shipbuilding and Dry Dock Co., the commandant of the Navy Yard, Norfolk, Va., commercial firms, the president of the Board of Inspection and Survey, and other correspondents (except the Bureau of Equipment and the contractor). Arranged chronologically by year and thereunder numerically by file number. Most of the correspondence for 1908 and for the first half of 1909 is very faded or illegible.

RECORDS OF THE GENERAL SUPERINTENDENT OF IRONCLADS

By a letter of the Secretary of the Navy, dated July 10, 1861, Rear Adm. Francis H. Gregory was appointed to superintend the building and equipping of gunboats for which contracts had been made. At the same time four principal inspectors and their assistants were appointed to serve under Admiral Gregory. The areas in which the four principal inspectors served were, respectively, Massachusetts and Maine, Connecticut and New York, Philadelphia, and Wilmington and Baltimore. Soon after 23 gunboats were completed, Admiral Gregory was ordered to superintend the building of all ships and engines for the Navy, especially ironclads and



monitors, being constructed on the Atlantic seaboard under private contract. Admiral Gregory's headquarters were in New York, N. Y., and his position was usually referred to as General Superintendent of Ironclads. Since neither the Bureau of Construction and Repair nor the Bureau of Steam Engineering was in favor of building vessels of the monitor or double-turreted ironclad type, Admiral Gregory's office became a sort of independent monitor bureau, with a staff of assistants, draftsmen, and clerks almost as large as the similar force of the Navy Department in Washington. One of Admiral Gregory's chief assistants was an officer of the Engineer Corps of the Navy, known variously as the General Inspector of Ironclads and as the General Inspector of Steam Machinery for the Navy. In 1864 Commodore Cadwalader Ringgold was appointed as senior assistant to Admiral Gregory, and on Admiral Gregory's death on October 4, 1866, Commodore Ringgold became the General Superintendent. The Office of the General Superintendent of Ironclads was closed on November 1, 1866, by order of the Secretary of the Navy.

#### RECORDS OF THE OFFICE OF THE GENERAL SUPERINTENDENT OF IRONCLADS

CORRESPONDENCE. July 1861-Dec. 1864. 13 vols. 3 in. 1235

Copies of letters sent to Navy Department bureaus, the Secretary of the Navy, inspectors and other naval officers, and contractors; and copies of letters received from the Secretary of the Navy, naval officers, and contractors. Arranged chronologically. The dates of some of the volumes overlap, but the material in them is not duplicated. For later correspondence, see entries 1236, 1237, 1238, and 1240.

LETTERS SENT TO THE SECRETARY AND THE ASSISTANT SECRETARY OF THE NAVY.

Nov. 1862-Oct. 1866. 4 vols. 2 in. 1236

Copies of letters concerning progress of construction work, administrative matters, and the transmittal of reports. Arranged chronologically. For earlier letters to the Secretary, see entry 1235.

LETTERS SENT TO NAVY DEPARTMENT BUREAUS. Jan. 1865-Oct. 1866. 1 vol. 2 in. 1237

Copies of letters sent. Arranged chronologically, with the letters for each year numbered consecutively by bureaus (such as "No. 1, Ord."; "No. 1, Equip."; "No. 1, Const."; "No. 2, Const.").

LETTERS SENT. Jan. 1865-Oct. 1866. 1 vol. 2 in. 1238

Copies of letters sent to officers, contractors, and other correspondents relating to progress of alterations and construction of vessels, payments to contractors, inspections, and trials of completed vessels. Arranged chronologically.

LETTERS SENT BY COMMODORE CADWALADER RINGGOLD. May 1864-July 1866. 1 vol. 2 in. 1239

Copies of letters sent to the General Superintendent of Ironclads, contractors, the commandant of the New York Navy Yard, and other correspondents. Arranged chronologically.



LETTERS RECEIVED FROM NAVY DEPARTMENT BUREAUS. Jan. 1864-Sept. 1866.

3 vols. 6 in.

1240

Letters received relating to the construction of ironclads and steam machinery. Arranged chronologically.

TELEGRAMS RECEIVED. Jan. 1863-Mar. 1866. 1 vol. 1/4 in.

1241

There is only one telegram dated before December 1863. Arranged in roughly chronological order.

REGISTERS OF PAYMENTS ON CONTRACT. 1861-63. 2 vols. 1/2 in.

1242

Show date of contract, to whom and for what purpose payment was made, and amount paid. The second volume also contains a list showing name of vessel, name of contractor, place the vessel was being built, date of contract, and name of engineer. The first part of the first volume is arranged chronologically; thereafter the arrangement is by name of contractor and thereunder chronologically.

ACCOUNT BOOKS. 1861-66. 2 vols. 1/2 in.

1243

Contain accounts of expenses and pay of inspectors, accounts for office and other supplies, and lists of bills approved and paid by the paymaster. Arranged by type of material.

RECORD OF BILLS PAID. 1863-64. 1 vol. 1/4 in.

1244

This volume contains only a few entries relating to bills paid for extra work and repairs on vessels. It shows date bill was paid, to whom and for what purpose payment was made, and amount paid. Arranged according to purpose of payment and thereunder chronologically.

LIST OF VESSELS PURCHASED FOR ADMIRAL FARRAGUT'S SQUADRON. 1864. 1 vol. 1/4 in.

1245

Shows name of vessel, its dimensions, from whom it was purchased, and its cost. Included are a few miscellaneous lists of vessels. Arranged by name of vessel.

LIST OF OFFICERS REPORTING FOR DUTY. July 1863-Oct. 1866. 1 vol. 1/4 in.

1246

Shows date the officer reported, his name, and the duty to which he was assigned. Most of these officers were assigned to duty on naval vessels, the names of which are given as the duty to which assigned. Arranged chronologically.

SUBJECT INDEX. n.d. 1 vol. 1/4 in.

1247

This volume appears to be a subject index to correspondence of the General Superintendent of Ironclads or of one of his subordinates. It probably covers a period between 1862 and 1866. The correspondence to which it refers has not been found, and the volume is not further identified.

#### RECORDS OF THE OFFICE OF THE GENERAL INSPECTOR OF IRONCLADS

LETTERS SENT. Sept. 1862-Mar. 1867. 4 vols. 4 in.

1248

Press copies of letters sent. Most of the letters were sent to the General Superintendent of Ironclads. Some of them however, were sent to



bureaus of the Navy Department, the Secretary of the Navy, commandants of navy yards, and other correspondents, and a few of them were sent to local inspectors and engineers. After the office of the General Superintendent of Ironclads was closed on November 1, 1866, the letters are from Commodore Ringgold and relate to the settlement of contractors' claims. Arranged chronologically. There are name indexes in three of the volumes, but one of the indexes is incomplete.

REPORTS OF VESSELS AND STEAM MACHINERY. Sept. 1862-Aug. 1866. 3 vols. 3 in. 1249

Press copies of letters to the General Superintendent of Ironclads transmitting reports from local inspectors of vessels and steam machinery showing names of inspectors, names of vessels, names of contractors, place the vessels were being built, number of persons employed on each vessel, and general information concerning status of work. Arranged chronologically.

LETTERS SENT TO CONTRACTORS AND LOCAL INSPECTORS. Sept. 1862-Apr. 1863. 1 vol. 2 in. 1250

Press copies of letters and a few telegrams sent primarily to contractors and local inspectors and engineers, but including a few sent to the Assistant Secretary of the Navy, the Bureau of Construction and Repair, the General Superintendent of Ironclads, and other correspondents. Arranged chronologically, with a name index. Some of the letters are illegible. For later letters sent to contractors and local inspectors, see entries 1251 and 1252.

LETTERS SENT TO CONTRACTORS AND LOCAL INSPECTORS CONCERNING LIGHT-DRAFT MONITORS. Mar. 1863-Sept. 1866. 4 vols. 5 in. 1251

Press copies of letters and a few telegrams sent primarily to contractors and local inspectors and engineers, but including a few sent to other correspondents. Arranged chronologically, with name indexes in the first three volumes. For earlier letters sent, see entry 1250.

LETTERS SENT TO CONTRACTORS AND LOCAL INSPECTORS CONCERNING HARBOR AND RIVER MONITORS. Apr. 1863-Oct. 1866. 3 vols. 3 in. 1252

Press copies of letters and a few telegrams sent primarily to contractors and local inspectors and engineers, but including a few sent to other correspondents. Arranged chronologically. There is a name index in each volume, but the letters A to F are missing in volume 2. Volume 1 also has a subject index. For earlier letters sent, see entry 1250.

CIRCULAR LETTERS SENT TO LOCAL INSPECTORS. May 1863-Feb. 1864. 1 vol. 1/4 in. 1253

Copies of circular letters containing information pertinent to the construction of various ironclad steamers. Arranged chronologically.

CIRCULAR LETTERS SENT TO CONTRACTORS. June 1863-July 1864; Mar.-June 1865. 1 vol. and 1 index vol. 1 in. 1254

Copies of circular letters sent to contractors pertaining to the construction of ironclad steamers. Arranged chronologically. There is a name index in a separate volume.



LETTERS RECEIVED. Sept. 1862-Oct. 1866. 2 vols. 3 in. 1255

These two volumes were kept simultaneously. One of the volumes contains letters received from the General Superintendent of Ironclads. The second volume contains copies of letters received by the General Superintendent from the Chief of the Bureau of Construction and Repair; these letters were apparently copied and sent to the inspectors for their information or with a note directing compliance with the instructions contained in them. The originals of many of the letters in the second volume are in the volumes described in entry 1240. This second volume also contains letters received from engineers and inspectors of ironclads, the Ordnance Office at the New York Navy Yard, and other correspondents. In the second volume there is a letter dated in July 1861. Both volumes are arranged chronologically.

LETTERS RECEIVED CONCERNING THE MANAYUNK AND THE UMPQUA. Jan. 1865-July 1866. 1 vol. 1/4 in. 1256

Letters received from the contractors, Snowdon and Mason, Pittsburgh, Pa. Arranged chronologically.

REGISTERS RELATING TO CORRESPONDENCE FROM THE SUPERINTENDENT OF IRONCLADS. Jan. 1864-May 1867. Unbound papers. 1/2 in. 1257

These registers at one time were bound in volumes 2-19 of correspondence that probably was received by one of the inspectors of ironclads. They give date and subject of correspondence and, for the period January-July 1865, a name which is probably that of the correspondent (Admiral Gregory's name in most instances). Arranged chronologically.

ESTIMATED BILLS FOR OFFICE SUPPLIES AND PAY OF PERSONNEL. Sept. 1862-July 1866. 1 vol. 1 in. 1258

Show article, quantity purchased, and cost; or name of employee, number of days worked, rate of pay per day, and total pay for the month, with certifications as to correctness by the General Inspector of Steam Machinery and sometimes with notations of approval by the General Superintendent of Ironclads. Arranged chronologically.

RECORD OF MONITOR DRAWINGS SENT TO CONTRACTORS. 1863. 1 vol. 1/2 in. 1259

For each type of monitor (river and harbor, light-draft, and wooden) the volume contains a list of contents of each sheet of drawing, followed by name of vessel, date drawing was sent, and date it was acknowledged. Arranged by type of monitor.

REQUISITIONS FOR OFFICE SUPPLIES. Nov. 1863-May 1865. 1 vol. 1 in. 1260

Show date of requisition, article and quantity required, and a notation of requisition's approval by the General Inspector. Arranged chronologically.

TIME BOOK. Dec. 1863-June 1864. 1 vol. 1/2 in. 1261

Shows name of employee, days worked during month, and total number of days worked during month. Arranged chronologically.



LISTS OF EQUIPMENT FOR LIGHT-DRAFT MONITORS. n.d. 1 vol. 1/2 in. 1262

Lists of articles of furniture, instruments for engines, and equipment for the master's, boatswain's, carpenter's, engineer's, and sail-maker's departments, showing items, quantities, and costs. Arranged under above-mentioned headings.

#### RECORDS OF THE COORDINATOR OF SHIPBUILDING, 1939-40

On September 14, 1939, the Secretary of the Navy appointed the Chief of the Bureau of Engineering, Rear Adm. Samuel M. Robinson, Coordinator of Shipbuilding for the Navy for the purpose of expediting the construction of ships. The Chief of the Bureau of Construction and Repair, Rear Adm. Alexander H. Van Keuren, was appointed Assistant Coordinator. The duties of the Coordinator were to prepare programs of ship construction, to make a continuing survey of shipbuilding facilities, to approve all changes in plans and specifications for naval vessels and the main propelling machinery therefor, and to authorize all changes in construction contracts involving an increase in cost of more than \$10,000. When the Bureau of Ships was established in June 1940 the Chief of the Bureau of Ships took over the duties of the Coordinator of Shipbuilding.

GENERAL CORRESPONDENCE. 1939-40. 1 ft. 1263

Letters and memoranda received and copies of those sent relating to the shipbuilding program. Arranged according to the Navy Filing Manual.

CARD RECORD OF CORRESPONDENCE. 1939-40. 1 in. 1264

Cards relating to the correspondence described in entry 1263 showing file number and general subject of that number, date of correspondence, from whom it was received and to whom it was addressed, and an abstract of the correspondence. Arranged according to the Navy Filing Manual.

LETTERS AND MEMORANDA SENT. Sept. 1939-Apr. 1940. 1/4 in. 1265

Copies ("Daily Greens") of letters and memoranda sent by the Coordinator and the Assistant Coordinator. They are duplicated in the correspondence described in entry 1263. Arranged chronologically.

#### RECORDS OF THE BUREAU OF SHIPS

The functions of the Bureau of Ships are as follows: to design, construct, and procure vessels, amphibious craft and vehicles, boats, surface targets, and service craft for the Navy, except aircraft and except those service craft for which the Bureau of Yards and Docks is responsible; to maintain and repair all ships and craft of the Navy, except aircraft and except those assigned to the Bureau of Yards and Docks and to the Military Sea Transportation Service; and to prescribe standards and procedures for the drydocking of all naval vessels. It is also responsible for research and development programs relating to the design, construction, and maintenance of ships and craft, including the collateral fields of radiological, biological, and chemical warfare defense, respiratory protective devices, diving equipment and techniques, submarine rescue equipment and methods, submarine escape training



facilities, mine and torpedo countermeasures, and electronic materials (except airborne and ordnance). In connection with its research functions the Bureau of Ships is charged with the management and control of the David W. Taylor Model Basin at Carderock, Md., the Naval Engineering Experiment Station at Annapolis, Md., and several other technical activities. Fuels and lubricants used in the main propulsion and auxiliary machinery of naval ships and craft are procured to the specifications of the Bureau of Ships, which also establishes inspection procedures to insure compliance with these specifications. When requested by operational commanders or when directed by the Chief of Naval Operations the Bureau supervises operations involving salvaging of sunken or stranded ships. The Bureau exercises technical control of the installation, operating procedures, alteration, repair, and maintenance of the hull, machinery, and equipment of all naval ships and craft. It is also charged with the management and control of all U. S. naval shipyards; the offices of Supervisors of Shipbuilding, U. S. Navy, and of Naval Inspectors of Ordnance; the offices of U. S. Navy Inspectors of Machinery; the offices of Industrial Managers, U. S. Navy; and the U. S. Navy Shipbuilding Scheduling Activity. In addition, the Chief of the Bureau of Ships has the following duties: He is responsible, as coordinator of shipbuilding for the Naval Establishment, for the timely completion of naval ships; for the purchase of ships and other watercraft for the Department of the Army and for the Department of the Air Force, with the exception of floating drydocks; and, upon the initiation of hostilities or upon the declaration of a national emergency, for the coordination, within the limits of the United States, of the building, conversion, and repair of ships and other watercraft of the Department of Defense.

The records of the Bureau of Ships in the National Archives consist of general correspondence, 1940-45, with accompanying reports of experiments, and some records of the following divisions of the office of the Chief of the Bureau: the Administrative, the Contract, the Electronics, the Maintenance, the Publications, and the Shipbuilding Divisions. Several series of these records are continuations of series begun by predecessor bureaus and they considerably antedate the establishment of the Bureau of Ships.

#### GENERAL RECORDS OF THE OFFICE OF THE CHIEF OF THE BUREAU

GENERAL CORRESPONDENCE. 1940-45. 7,260 ft. 1266

Letters, circulars, despatches, reports, memoranda, and related documents received and copies of those sent. Arranged according to the Navy Filing Manual. Oversize enclosures, amounting to about 166 feet, are filed at the end of the series.

REPORTS OF EXPERIMENTS CONDUCTED AT NAVAL LABORATORIES. 1939-46. 74 ft. 1267

Paperbound copies, generally processed or typewritten, of reports of laboratory tests and experiments, including drawings, diagrams, and photographs. Arranged according to test station and thereunder by serial number. There are reports for the following establishments, arranged in the order given: Naval Engineering Experiment Station, Annapolis, Md.;



Materials Laboratory, Navy Yard, Boston, Mass.; Paint Laboratory and Industrial Laboratory, Navy Yard, Mare Island, Calif.; Materials Testing Laboratory, Navy Yard, New York, N. Y.; Naval Boiler and Turbine Laboratory, Navy Yard, Philadelphia, Pa.; Welding Laboratory and Electrical Testing Laboratory, Navy Yard, Portsmouth, N. H.; Chemical Laboratory and Metallurgical Laboratory, Navy Yard, Norfolk, Va.; Naval Radio and Sound Laboratory, San Diego, Calif.; Naval Research Laboratory, Bellevue, D. C.; and David W. Taylor Model Basin, Carderock, Md. There are also some miscellaneous reports. These records appear to have been kept with the general correspondence described in entry 1266.

#### Records of the Administrative Division

This Division administered the officer and enlisted personnel of the Bureau, in cooperation with the Bureau of Naval Personnel, and had charge of all matters concerning the civilian personnel of the Bureau. It was responsible for records administration, printing and binding, public relations, and the security and control of buildings occupied by the Bureau; and it directed the training activities of the Bureau. In a reorganization of the Bureau of Ships after the close of World War II the Administrative Division was superseded by the office of the Assistant Chief of the Bureau for Administration.

JUSTIFICATIONS OF POSITIONS. 1942-44. 15 binders. 2 ft. 1268

Copies of requests from the Bureau of Ships to the Assistant Secretary of the Navy to fill essential positions showing date of request; title and grade of position to be filled; salary and appropriation from which it would be paid; name of person to fill the position or statement that it would be filled by a new appointment; division, branch, section, or unit in which the position was located; sometimes name and room number of supervisor; and justification for filling the position. Arranged by type of activity. Two binders contain "annotated justifications," arranged numerically, with notations as to action taken.

#### Records of the Contract Division

This Division, established on July 15, 1944, took over the functions of the Contract Section of the Shipbuilding Division. The Division negotiates, prepares, administers nonengineering phases of and terminates all contracts for ships, main propelling machinery, auxiliary equipment, electronics equipment, and other Bureau of Ships special material; it processes requisitions and requirement documents for material purchased for the Bureau of Ships by other bureaus or departments; and it purchases materials, over which the Bureau of Ships has procurement responsibility, for other bureaus or departments.

CORRESPONDENCE RELATING TO CONTRACTS. 1938-43. 7 ft. 1269

Letters received from inspectors of naval material, contractors, other bureaus, and navy yards concerning the fulfillment of certain contracts let by the Bureau of Construction and Repair, together with enclosures such as blueprints and test performance data, and copies of replies and other outgoing correspondence. This appears to be a small



collection of correspondence of the Bureau of Construction and Repair which was still active at the time the Bureau of Ships was created and which was inherited and continued by the Bureau of Ships. It is a continuation of the main series of contract correspondence of the Bureau of Construction and Repair for 1926-40 (see entry 286). Arranged by contract number, C-51053 to C-71309, with gaps in the numbers.

### Records of the Electronics Division

This Division, successor to the Radio Division, was responsible for the development, procurement, production, and distribution of radio, radar, sonar, and related equipment for the Navy, Marine Corps, and Coast Guard. It also had control over the installation and maintenance of radio, radar, underwater sound, and related equipment for naval vessels and shore activities, except fire-control radar, which was under the Bureau of Ordnance, and airborne equipment, which was under the Bureau of Aeronautics. These Bureaus, however, delegated to the Bureau of Ships responsibility for the design, development, and installation of the parts of this equipment that related strictly to radio. In a reorganization of the Bureau of Ships after the close of World War II the Electronics Division was superseded by the office of the Assistant Chief of the Bureau for Electronics.

GENERAL CORRESPONDENCE. Mar.-Dec. 1943. 68 ft. 1270

Letters received, copies of letters sent, informational copies of other correspondence, cross-reference sheets, drawings, blueprints, and photographs. Arranged in two series as follows: (1) a subject file (47 feet), arranged alphabetically by subject heading and thereunder chronologically, with the following principal subjects: administration, procurement, radar, radio, receivers, reports, transmitters, tubes, and underwater sound; and (2) a ship file (21 feet), consisting of correspondence and other records relating to the procurement, installation, and maintenance of radio and other electronic equipment for individual vessels, arranged alphabetically by Navy Filing Manual symbols for the ships concerned.

GENERAL CORRESPONDENCE. Jan.-Dec. 1944. 109 ft. 1271

A continuation of the preceding series. Arranged in alphabetical order according to subject headings, the principal subjects being electronics, equipment, loran, personnel, procurement, publications, radar, radio, receivers, reports, security, sonar, transmitters, and tubes. Oversize enclosures (4 feet) are filed at the end of the series.

CORRESPONDENCE RELATING TO RESEARCH AND EXPERIMENTAL PROJECTS. 1931-42. 4 ft. 1272

Letters received, copies of letters sent, reports, memoranda, brochures, and other related enclosures concerning the design and development of improved radio and other communications equipment. The correspondence deals with projects concerning radio control of aircraft, radio direction finding, and underwater sound signaling. All these projects were begun under the Bureau of Engineering in the 1930's and were continued into the early war period. Arranged according to the Navy Filing Manual.



SPECIFICATIONS. 1937-44. 9 ft.

1273

Mimeographed copies of specifications issued by the Radio Division and its successor, the Electronics Division, for various types of radio equipment. Arranged in numerical order by specification number. Some miscellaneous items, including copies of specifications of the Bureau of Air Commerce of the Department of Commerce, are filed at the end of the series.

### Records of the Maintenance Division

This Division was responsible for the maintenance, equipment, and salvage of naval vessels. As soon as a completed ship was turned over to the fleet by the Shipbuilding Division, it was transferred to the jurisdiction of the Maintenance Division where it remained, even if decommissioned, until it was stricken from the roster of United States naval vessels. During World War II the Maintenance Division was responsible for the operation and maintenance--including upkeep, overhaul, alterations, modernization, and repair--of completed vessels of the United States and, on occasion, of vessels of its Allies; for the Bureau of Ships' part in the arming of merchant vessels; for ships' allowances, ships' surveys, and stocks of special materials; and for the issue of equipment, including certain special hull and machinery materials. On October 7, 1947, the Maintenance Division was consolidated with the Shipbuilding Division to form the Ships Division. The Ships Division was later superseded by the office of the Assistant Chief of the Bureau for Ships.

HULL AND MACHINERY ALLOWANCE LISTS. 1911-45. 267 ft.

1274

Booklets containing printed, processed, or typewritten lists showing for each vessel or class the various items of equipage and supplies furnished by the Bureau of Ships (in the older lists furnished by the Bureau of Construction and Repair) to make up the normal ship's allowance. Some of the lists refer to vessels which have been stricken; the others are lists which have been superseded because of the reconstruction or modernization of a vessel still in existence. These records were prepared for the purpose of providing a complete list of the equipment to be assembled and placed aboard the ship as a commissioning outfit. They cover all essential equipment that would be required to operate and maintain the vessel, including an initial issue of consumable supplies. Arranged in the following overlapping series: (1) 1911-44 (45 feet). Arranged alphabetically by name of ship. These lists are mostly for older vessels. (2) 1914-44 (28 feet). Arranged by Navy Filing Manual ships' symbols. (3) 1935-45 (57 feet). Arranged by Navy Filing Manual ships' symbols. These lists relate chiefly to relatively modern vessels, most of which served in World War II. (4) ca. 1940-45 (137 feet). Arranged by Navy Filing Manual ships' symbols. Most of these lists are consolidated allowance lists, including machinery items as well as hull items.

ENGINEERING DATA CONCERNING THE MILWAUKEE. Sept. 1927-Jan. 1944.

3 vols. 1 ft.

1275

Quarterly synopses showing number of miles steamed, ports visited, names and ranks of senior officers of the Engineering Department, casualties to material or machinery derangements, tube failures, and



replacements. They contain data regarding anchors, steady runs, boilers, machinery, and docking (if docking occurred during the period). Arranged chronologically. The records created before the establishment of the Bureau of Ships in 1940 are records of the Bureau of Engineering.

### Records of the Publications Division

The functions of this Division were to estimate annual budget requirements for printing and binding; to edit, compile, and review publications; to maintain the index, library, and stock of the Bureau of Ships' general and electronics publications; to distribute publications to vessels and shore stations; to provide necessary services in connection with printing and distribution of forms; to maintain records of still photographs of ships and ship equipment; and to maintain general information books for all vessels. In a reorganization of the Bureau of Ships after the close of World War II the Publications Division became the Publications Branch of the office of the Assistant Chief of the Bureau for Administration.

#### RESULTS OF PERFORMANCE TESTS OF AUXILIARY MACHINERY. ca. 1900-1945.

22 ft.

1276

Booklets containing compilations of data showing the results of tests of auxiliary (electrical) machinery carried out during the acceptance trials of a vessel or after overhaul. They consist of detailed instructions for making the tests, followed by tables of observed performance. The titles vary widely, but the records of latest date appear to be uniformly designated "Performance Data Booklets, C. & R. Auxiliaries." Arranged according to Navy Filing Manual designations of individual vessels. Records of a generally similar character are among the electrical installation booklets described in entry 1277.

#### DESCRIPTIONS OF ELECTRICAL INSTALLATIONS ABOARD NAVAL VESSELS.

ca. 1915-48. 267 ft.

1277

Master copies of so-called "Electrical Installation Booklets," containing detailed descriptions of the electrical systems of individual vessels or classes of vessels, with accompanying plans, diagrams, drawings, and photographs. Many of the booklets also include performance test data similar to that in the records described in entry 1276. The titles vary widely. The latest volumes are entitled, on the cover, "Record of Electrical Installation and Electrically Operated Auxiliaries with Performance Data" and, on the backstrip, "The Record." Arranged according to arbitrarily assigned serial numbers, 1040-51309, with many gaps in the numbers.

#### GENERAL INFORMATION BOOKS. ca. 1900-1945. 33 ft.

1278

Bound volumes of printed or processed descriptions of individual vessels giving detailed information concerning all items of hull structure, machinery, and equipment under the jurisdiction of the Bureau of Ships and its predecessor bureaus. Operating instructions and many plans and blueprints are included. Arranged alphabetically according to file symbols for individual ships.



PHOTOGRAPHS. 1883-1946. 325 ft.

1279

Approximately 200,000 photographic negatives, 50,000 photographic prints, and 75 albums containing views of ships of the United States Navy while under construction, at launchings and commissionings, during trial runs, and during repairs or remodeling; photographic copies of paintings and portraits of naval heroes, naval battles, reviews, flags, and historic ships; views of navy yards and bases, training schools, summer cruises, radio equipment from 1907, airplane and seaplane development from 1917, ships' damages and salvage operations, and ships' silhouettes and camouflage; and views of foreign naval vessels. The negatives are arranged numerically; an index to them is in the custody of the Bureau of Ships. (The Still Picture Branch has a photocopy of the index.) The accompanying prints, consisting of mounted photographs made from the negatives, are arranged by type of ship or by subject. The albums contain selected prints of historic ships, such as the Constitution, and prints on particular subjects, such as figureheads of ships; they are arranged by name of ship or by subject.

### Records of the Shipbuilding Division

This Division was responsible for the construction and acquisition of ships and the procurement of necessary materials and equipment. Its responsibility for naval shipbuilding extended from the inception of the design through construction or conversion until the completed vessel reported to the fleet. It was accountable for the basic and detailed program, production planning, and scheduling of vessels and their component parts, except electronics equipment. It established material standards, conducted research and testing, and developed substitute materials for use in its construction work. Finally, the Division was responsible for the stability and seaworthiness of naval vessels under construction and in service, and it prepared vessel allowance lists, schedules, statistics, and material progress reports. On October 7, 1947, the Shipbuilding Division and the Maintenance Division were consolidated to form the Ships Division. The Ships Division was later superseded by the office of the Assistant Chief of the Bureau for Ships.

PLANS OF UNITED STATES NAVAL VESSELS. 1908-49. 210 ft.

1280

Chiefly linen tracings showing hull plans, machinery, and electrical installations of vessels decommissioned after 1910 and through 1949, although an occasional plan of a vessel not decommissioned is included. There are complete plans for only one representative vessel of each class, the plans of all other ships of a given class having been microfilmed (see entry 1282) and destroyed. Arranged in part by Navy Filing Manual ships' symbols and in part numerically according to arbitrarily assigned serial numbers. It appears that these plans were formerly arranged numerically and that part of them were later rearranged according to the Navy Filing Manual symbols and indexed. For the index, see entry 1281. The plans dated before the establishment of the Bureau of Ships were originally in the custody of the Bureau of Construction and Repair.

INDEX TO PLANS OF UNITED STATES NAVAL VESSELS. 1908-48. 3 ft.

1281

A card index referring to the plans described in entry 1280 showing



Bureau of Ships' plan number (Navy Filing Manual ship's symbol and number) old plan number, title of plan, vessel to which applicable (sometimes name of vessel and sometimes symbol), sometimes date of plan, and occasionally file reference to Bureau letter. Arranged according to Naval Filing Manual ships' symbols. These cards serve as an index to that part of the plans described in entry 1280 which are arranged by ships' symbols, but it is an incomplete index since not all of the plans arranged by ships' symbols are included. The "old plan number" refers to the number assigned before the plans were rearranged. The plans to which some of the cards refer are not present in the group now arranged by ships' symbols; these are in the numerical series under the "old plan number."

MICROFILM COPIES OF PLANS OF UNITED STATES NAVAL VESSELS. ca. 1908-49. 1,144 rolls. 1282

Positive microfilm copies of plans of decommissioned vessels; negative copies in some cases accompany the positive prints. These are, in general, reproductions of the series of plans described in entry 1280. Arranged according to roll number.

MICROFILM COPY OF DRAWINGS OF AND OTHER DATA CONCERNING THE U.S.S.

CONSTELLATION. 1794-1947. 1 roll. 1282-A

A positive microfilm of 28 drawings, including sail, docking, profiles, body, deck, and hold plans. In addition to specifications for the construction of frigates under an act of March 27, 1794, there is also a photostat of a handwritten description of the figurehead design. A typewritten list gives the number and titles of the items on the roll.

MISCELLANEOUS RECORDS RELATING TO SHIP DESIGN ("ENVELOPE FILES").

ca. 1890-1942. 47 ft. 1283

Launching reports, data on inclining experiments, stability curves, stress calculations, plans, and blueprints prepared chiefly in connection with the development of new designs. The records are filed in large manila envelopes and identified by serial numbers ranging from 0031 to 018680 (with large gaps). This series was begun under the Bureau of Construction and Repair and continued by the Bureau of Ships.

SPECIFICATIONS. ca. 1909-44. 80 ft. 1284

Printed or processed copies of specifications issued by the Bureau of Ships and its predecessors for a wide variety of materials purchased under contract, ranging from fuel oil to wire cable. There are a few items dated as late as 1946. Arranged according to specification number. Related correspondence accompanies some of the specifications, particularly those of earliest date. These specifications are arranged in the following series: (1) Specifications originally developed by the Bureau of Engineering (65 ft.), arranged in numerical order, 7-0-1 to 75-E-2. Copies of printed or processed indexes, filed at the end of this group, appear to have been issued at 3- or 4-month intervals between 1938 and 1944. (2) Supplementary General Specifications for Machinery ("SGS" file). (10 ft.). (3) Specifications originally developed by the Bureau of Construction and Repair ("SPS" file). (2 ft.). (4) Appendixes II-VII for "General Specifications for Inspection of Material" (3 ft.).



WEEKLY REPORTS OF LABOR EMPLOYED ON NAVAL SHIPBUILDING AT PRIVATE  
YARDS. 1940-44. 10 ft.

1285

Reports from private shipyards to regional supervisors of shipbuilding containing the following information regarding individual contracts: total number of laborers on payroll, changes in working hours, average number of men employed, and work-week hours. These are original copies of the reports received by supervisors of shipbuilding and forwarded by them to the Bureau of Ships. Arranged alphabetically by name of company, thereunder chronologically. Submittal of this "Weekly Labor Letter" was discontinued in March 1944 when it was superseded by a standard form report.

RECORDS RELATING TO LEND-LEASE REQUIREMENTS. 1942-44. 6 ft.

1286

Tables of requirements prepared partly on the basis of raw materials needed to produce finished manufactured goods (such as compressors, pumps, cables) and partly on the basis of the needs of individual manufacturers (such as the Caterpillar Tractor Co.) for materials to enable them to fill their orders. These tables are accompanied by copies of related Defense Aid Requisitions, apparently intended to justify allocation of the amounts scheduled. Filed in folders by subject.

REQUIREMENTS TABLES, "FIVE POINT MATERIALS PROGRAM." 1942. 1 ft.

1287

Processed tables of statistics showing detailed breakdowns of requirements for various critical raw materials (such as aluminum and rubber) needed in new ship construction. Arranged by class of vessel.



## APPENDIX

### CLASSIFICATION SCHEME FOR CORRESPONDENCE CONCERNING SHIPS (ENTRY 105)

The numbers under which correspondence was filed were made up of the number for the subject, the symbol for the type of vessel, and a number for the specific vessel.

#### Subject-Numeric Classification Scheme

0	General and miscellaneous	42	Compasses
1	Surveys	43	Ash handling
2	Repairs	44	Weights
3	Alterations	45	Hatches and lights
4	Boats	46	Armor, general
5	Docking	47	Towing machinery and gear
6	Anchors	48	Berthing and messing
7	Allowance	49	Conning tower
8	Articles turned into store	50	Heating system
9	Commissioning	51	Anchor gear
10	Inspections	52	Coaling arrangements
11	Booklets	53	Armor backing
12	Tonnage	54	Fire system
13	Painting and paints	55	Ammunition hoists (except turret)
14	Plans	56	Steering gear
15	Windlasses	57	Trials
16	Furniture	58	Ammunition handling
17	Labeling	59	Coal bunkers
18	Radiography	60	Masts and spars
19	Turret turning machinery	61	Guns and mounts turret
20	Ladders	62	Armory
21	Complement	63	Armor bolts
22	Design	64	Turret foundations
23	Extension of contract time	65	Manuevering and speed trials
24	Inside fittings	66	Canvas outfit
25	Commissary spaces	67	Delivery and receipt of vessel
26	Interior communication	68	Specifications
27	Torpedo outfit	69	Disinfecting plant
28	Plumbing	70	Doors, watertight
29	Guns and mounts, pedestal	71	Gunport structure
30	Hospital spaces	72	Torpedo stowage
31	Turret fittings	73	Ammunition allowance
32	Gunports, turret	74	Armor, turret
33	Winches	75	Deck covering
34	Target practice	76	Bulkheads
35	Ventilation	77	Outside fittings
36	Ammunition stowage	78	Bridges and charthouse
37	Electric plant	79	Outside plating
38	Boat cranes	80	Electrical appliances
39	Stability	81	Cold storage plant
40	Turret structure	82	Sea connections
41	Rails and stanchions		



- |     |                                      |     |  |
|-----|--------------------------------------|-----|--|
| 83  | Changes                              | 135 | Hogging and sagging                    |
| 84  | Fire control                         | 136 | Casings, ceiling and insulation        |
| 85  | Yard craft, reports of<br>Inspection | 138 | Signaling (exterior)                   |
| 86  | Chain lockers                        | 139 | Inspection hulls                       |
| 87  | Living spaces                        | 140 | Keels                                  |
| 88  | Bidder's data                        | 142 | Zinc protectors                        |
| 89  | Smoke pipes (funnels)                | 143 | Lights other than signal               |
| 90  | Mines and mining gear                | 144 | Transverse and longitudinal<br>framing |
| 92  | Workmanship                          | 145 | Logbook                                |
| 93  | Gun and torpedo tube<br>foundations  | 146 | Workshops                              |
| 95  | Life buoys                           | 147 | Storerooms                             |
| 96  | Draft                                | 148 | Damage to vessels                      |
| 97  | Machinery spaces                     | 149 | Gasoline                               |
| 98  | Laundry and drying room              | 150 | Fire extinguishing apparatus           |
| 99  | Contract and financial               | 151 | Hardware                               |
| 100 | Ammunition hoists, turret            | 152 | Deck stanchions                        |
| 101 | Boat stowage                         | 153 | Compressed air plant                   |
| 102 | Weights placed and removed           | 154 | Reserve fleets                         |
| 103 | Magazines and handling<br>room       | 155 | Garbage disposal                       |
| 105 | Survey and appraisal of<br>articles  | 156 | Flooding system                        |
| 106 | Experiments and tests                | 157 | Protection other than armor            |
| 107 | Safes                                | 158 | Lockers                                |
| 108 | Requisitions                         | 159 | Fire control towers                    |
| 109 | Evaporating and distilling<br>plant  | 160 | Material                               |
| 110 | Degree of completing                 | 161 | Airports, fixed and hinged<br>lights   |
| 111 | Riveting                             | 162 | Ammunition conveyors                   |
| 112 | Stuffing tubes                       | 163 | Water system                           |
| 113 | Tanks                                | 164 | Armor doors, hatches and<br>gratings   |
| 114 | Tests                                | 165 | Armor, interior                        |
| 116 | Oil and watertightness               | 166 | Armor, side                            |
| 117 | Steaming data from all ships         | 167 | Fresh water system                     |
| 119 | Bits, cleats, and chocks             | 168 | Double-bottom compartments             |
| 120 | Sanitary reports                     | 169 | Bolts                                  |
| 121 | "Logs"                               | 170 | Bow framing                            |
| 122 | Doors, nonwatertight                 | 171 | Cofferdams                             |
| 123 | Machinery plans                      | 172 | Compartment and access                 |
| 124 | Fuel oil                             | 173 | Dynamo rooms                           |
| 125 | Periscopes                           | 174 | Cross-sections                         |
| 126 | Flushing and sanitary<br>system      | 175 | Deck and deck structure                |
| 127 | Searchlights                         | 176 | Derricks                               |
| 128 | Cellulose                            | 177 | Conflicting opinions                   |
| 129 | Drainage                             | 178 | Elevators and dumbwaiters              |
| 131 | Lines and offsets                    | 179 | Gifts                                  |
| 132 | Distinguishing marks                 | 180 | Hammock berthing                       |
| 133 | Offices                              | 181 | Hatch casings and trunks               |
| 134 | Tactical data                        | 182 | Hatches and power doors                |
|     |                                      | 183 | Hawser reels                           |
|     |                                      | 184 | Hose reels and racks                   |
|     |                                      | 185 | Innerbottom plating                    |



186	Joiner work	196	Stern framing
187	Launching	197	Struts and stern tubes
188	Machinery reports	198	Tests, fuel oil compartments
189	Machinery seatings	199	Tests of compartments and structures for strength and tightness (oil, water, air, etc.)
190	Magazine refrigeration	200	Paravanes, burney gear and otter
191	Navigating spaces and instruments	201	Historical data plates
192	Ordnance outfit		
193	Planking, outside		
194	Profile		
195	Splinter bulkheads		

### Symbols for Vessels

<u>Symbol</u>	<u>Type</u>	<u>Symbol</u>	<u>Type</u>
B	Battleship	YA	Ash lighter
BC	Battle cruiser	YAM	Ammunition lighter
C	Cruiser	YC	Coal barge
CA	Armored cruiser	YCF	Car floats
CS	Scout cruiser	YCD	Fuel or fueling barges
D	Destroyer	YD	Floating derrick (wrecking derrick)
F	Fuel ship--tanker	YDG	Dredge
G	Gunboat	YF	Freight lighter
H	Hospital ship	YFL	Float
M	Miscellaneous	YFS	Farm scow
MA	Ammunition ship	YG	Garbage lighter
MC	Mine carrier	YH	Heating scow
ME	Mine ship	YM	Miscellaneous yard craft (mainly those having no design number)
MP	Mine planter	YMA	Ambulance barge
MS	Mine sweeper	YMD	Mud scow
P	Patrol or eagle boat	YO	Oil barge
R	Repair ship	YP	Section patrol boats (submarine chasers)
S	Submarine	YPB	Passenger barges
SP	Supply ship	YPD	Pile drivers
T	Tug	YTT	Torpedo testing barges
TB	Torpedo boat	YW	Water barges
TN	Tender	YWK	Floating workshops
TWA	Aircraft carrier or tender		
TND	Destroyer tender		
TNS	Submarine tender		
TP	Transport		
Y	Yard craft		







For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.







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ILLINOIS HISTORICAL SURVEY

ILLINOIS HISTORICAL SURVEY

PRELIMINARY



INVENTORIES

Number 134

RECORDS OF THE BUREAU OF PUBLIC ROADS

Compiled by Truman R. Strobridge

THE LIBRARY OF THE

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The National Archives  
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General Services Administration

Washington: 1962







PRELIMINARY INVENTORY OF THE RECORDS OF  
THE BUREAU OF PUBLIC ROADS

(Record Group 30)

Compiled by Truman R. Strobridge



The National Archives  
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## FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in the nearly 350 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 12,000 rolls of this microfilm, which are described in the List of National Archives Microfilm Publications (1961), are available for purchase.







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## INTRODUCTION

The Bureau of Public Roads had its beginnings in the Office of Road Inquiry established on October 3, 1893, by an order of the Secretary of Agriculture, under authority of the Agricultural Appropriation Act for the fiscal year 1894 (27 Stat. 737). This act appropriated \$10,000 "to enable the Secretary to make inquiries in regard to the systems of road management throughout the United States, to make investigations in regard to the best methods of road-making, to prepare publications on this subject suitable for distribution, and to enable him to assist the agricultural colleges and experiment stations in disseminating information on this subject."

Passage of the act resulted mainly from demands of the good-roads-movement groups that agitated in the 1880's and 1890's for Federal aid in improving existing roads and providing more efficient construction. Outstanding among these groups because they transformed local agitation for better roads into a national movement were the National League for Good Roads and the League of the American Wheelmen. Gen. Roy Stone, the civil engineer who had initiated the Good Roads Convention in Chicago in 1892 and who became the General Vice President of the National League for Good Roads, was selected by the Secretary of Agriculture as the Special Agent and Engineer to head the Office of Road Inquiry.

An antecedent, especially of the Bureau's investigative role, can be traced to the Commissioners of Agriculture, Isaac Newton and Horace Capron, whose annual reports for 1866 and 1868, respectively, contained studies of rural road conditions and suggested improvements in road construction and management. Some of the functions of the Bureau of Public Roads may also be traced to the first efforts of the Federal Government to aid highway construction--the appointment of a Commission on March 9, 1806, to supervise the construction of the "Old Cumberland Road."

The Office of Road Inquiry had no independent statutory basis but existed solely by virtue of annual appropriation acts. It had several changes in name, organization, and functions through the years. From 1893 until 1912 its functions were those of investigation and education only. At first it disseminated information almost wholly through publications, lectures, and consultations, but in 1896 it began to encourage the construction of object-lesson roads, financed locally and built under the supervision of its engineers, to demonstrate the value and methods of building good roads. Although building these roads was to remain the Office's most important function until 1912, it also built other experimental roads in order to increase the scientific knowledge of roadbuilding; the first one, made of steel, was built in 1898. During the fiscal year 1899 the Office's name was changed to the Office of Public Roads Inquiries.



In 1895 the Office began to conduct tests on roadmaking materials, and in 1900 a laboratory for testing these materials was set up in cooperation with the Bureau of Chemistry.

On July 1, 1905, by authority of the Agricultural Appropriation Act for the fiscal year 1906 (33 Stat. 882) the Division of Tests of the Bureau of Chemistry and the Office of Public Roads Inquiries were consolidated under the name of the Office of Public Roads. The functions of the Office remained unchanged, but the work was divided among three general divisions--Highways, Laboratory Tests and Investigations, and Information. A Subdivision of Special Advice and Inspection handled the numerous requests for advice from State and local road authorities; by 1907 its work had expanded to include the preparation of plans and estimates for model county-road systems. A system of apprenticeship training in road engineering for civil engineering graduates and for materials laboratory technicians was also developed. In 1909 the Office entered a new field of research when it began economic and statistical investigations to determine the status of road improvement and, later, its economic effect on communities. In 1910 a Division of Bridges and Culvert Engineering was added.

The appropriation act for the Post Office Department for the fiscal year 1913 (37 Stat. 551) authorized \$500,000 "to be expended by the Secretary of Agriculture in cooperation with the Postmaster General in improving the condition of roads to be selected by them over which rural delivery is or may hereafter be established . . . Provided, That the State or the local subdivision thereof in which such improvement is made under this provision shall furnish double the amount of money for the improvement of the road or roads so selected." This act is significant in that it marks the reentrance of the Federal Government into the field of public roadbuilding, an activity which it had abandoned after 1857.

The Agricultural Appropriation Act for the fiscal year 1916 (39 Stat. 471) combined the Divisions of Drainage and Irrigation of the Office of Experiment Stations and the farm architectural work of the Office of Farm Management Investigations with the Office of Public Roads, under the new title of Office of Public Roads and Rural Engineering. The Office was composed of two divisions that had been added to the Office of Public Roads in 1914--Road Maintenance and National Park and Forest Roads, and the following divisions: Road Construction, Road Economics, Road Material Tests and Research, Farm Irrigation Investigations, Drainage Investigations, and Rural Engineering. In 1921 the last three of these divisions became sections of the new Division of Agricultural Engineering. On July 1, 1931, in accordance with the Agricultural Appropriation Act for the fiscal year 1932 (46 Stat. 1266), the Division of Agricultural Engineering was given bureau status and its records and functions were transferred from the Bureau of Public Roads.



With the passage of the Federal-Aid Road Act of 1916 (39 Stat. 355) the Office became a roadbuilder on a large scale. The act appropriated \$75 million, available over a period of 5 years, to enable the Secretary of Agriculture to cooperate with the States, through their respective highway departments, in the construction, reconstruction, or improvement of public roads over which the U. S. mails were or might be transported. More important was the requirement that each State sharing in the appropriation must first establish a State highway department adequate, in the opinion of the Secretary of Agriculture, to cooperate with him. It also prescribed a definite mathematical formula for apportioning Federal aid among the States. After administrative expenses had been deducted the remainder was to be divided among the States according to area, population, and mileage of rural delivery routes, each factor having a weight of one-third. Each State was required to pay at least half the cost incurred in the Federal-State cooperative roadbuilding. The act also appropriated \$10 million, at the rate of \$1 million a year for the survey, construction, and maintenance--under the supervision of the Secretary of Agriculture--of highways within or partly within the national forests. The Office, however, had already performed some work relating to national forest highways as well as to national park roads.

The administration of this act so broadened the scope of the Office that an entire reorganization was necessary. Its activities were divided between two large branches, the Engineering Branch and the Management and Economics Branch. The field work was organized into 10 districts, each under a district engineer. Through its district organizations the Office had direct contact with State highway departments. The district offices reviewed all documents submitted by the States, including construction programs, project statements, plans, specifications and estimates, contracts, and final construction reports. Differences between the States and the Office were settled by the district offices, with appeal to Washington. The area of these districts varied from year to year and from January 1947 until December 1956 they were called divisions. At present they are called regions.

With the outbreak of World War I the operation of the Federal-Aid Road Act was curtailed. After the war the Bureau of Public Roads, so named in the Agricultural Appropriation Act for the fiscal year 1919 (40 Stat. 1000) was given increased appropriations under an amendment of February 28, 1919 (40 Stat. 1201), and began operations on a large scale. In accordance with the Post Office Appropriation Act for the fiscal year 1920 (40 Stat. 1201), a War Materials Division was created in the Bureau to distribute to the States surplus war materials that could be used in road work.

The Federal Highway Act of 1921 (42 Stat. 212) retained the outstanding features of the Federal-Aid Road Act of 1916 and added the important requirement that the Secretary of Agriculture and the



several State highway departments should jointly designate a system of important interstate and intercounty roads (limited to 7 percent of the country's total road mileage) to constitute the Federal-aid highway system upon which all future Federal appropriations should be expended. For later laws, see the Bureau of Public Roads, Laws Relating to Federal Aid in Construction of Roads (1958).

The Bureau made some administrative changes to facilitate the working of the Federal-aid plan on a large scale. By 1923 the Bureau comprised the following divisions: Design, Construction, Highway Economics, Control, Bridge, War Materials, Equipment, Tests and Research, and Agricultural Engineering. After 1928, when the Divisions of Laws and Contracts, Information, and Management were added and the Divisions of War Materials and Equipment were abolished, the Bureau had the basic operational structure that it would retain for some time. When it was transferred to the Department of Commerce in 1949 the Bureau was composed of the Legal Department and the Departments of Construction and Maintenance, Design, Finance and Business Management, and Research.

The Federal Highway Act of 1921, as amended, had greatly increased the functions of the Bureau. It apportioned funds to the States according to a prescribed formula; it approved the selection of projects, plans, construction, and materials; and it supervised road construction in national forests and parks, public lands, and Federal reservations. Its original research activities were expanded to include studies on design, materials, highway surfaces and subgrades, costs, and maintenance. Divisions were set up to carry on research in highway transport, to conduct traffic surveys, and to disseminate information. The Bureau also helped the States to formulate highway laws, organize highway departments, and prepare specifications and standards for highways; and, in many cases, it set up laboratories to test materials for the States.

In 1930 the Bureau began its assistance to the Central American countries in constructing the Inter-American Highway. In this country the Bureau administered large emergency sums for employing relief labor on highways and for eliminating grade crossings and other hazards. The Federal-aid system was broadened to include urban improvements and secondary or farm-to-market roads. On July 1, 1939, under the President's Reorganization Plan I, the Bureau was transferred to the Federal Works Agency and its name was changed to the Public Roads Administration.

With the outbreak of World War II and the passage of the Defense Highway Act on November 19, 1941 (55 Stat. 765), all activities not required in the conduct of the war were discontinued. The Bureau's major efforts were directed to constructing access roads to war industries and military areas, building the Alcan Highway, correcting critical deficiencies in the network of strategic highways, and cooperating with the Central American countries in the improvement of the Inter-American Highway.



The Federal-Aid Highway Act of 1944 (58 Stat. 838) authorized a large postwar highway program, providing ample funds for the Federal-aid system, farm-to-market or secondary roads, and urban improvements. It specified that there be a National System of Interstate Highways not to exceed 40,000 miles. The Federal-Aid Highway Act of 1948 provided for the continuation of the program and authorized additional funds to carry it out.

On July 1, 1949, the Federal Property and Administrative Services Act of 1949 (63 Stat. 380) authorized the transfer of the Public Roads Administration to the General Services Administration and changed its name back to the Bureau of Public Roads. On August 20, 1949, the President's Reorganization Plan No. 7 became effective, and the Bureau was transferred to the Department of Commerce where it remains at the present time.

At the time of its transfer to the Department of Commerce the Bureau of Public Roads was primarily responsible for administering the Federal-Aid Highway Act of 1948, providing for a cooperative program of improvement of primary, secondary, and urban highways in the United States and for the construction of roads in the national forests and parks and other Federal areas. The Bureau cooperated with Territorial and foreign governments in establishing long-range highway improvement programs, designing and constructing highways and bridges, and providing information on and instruction in various phases of highway engineering. The Bureau also carried on an extensive highway research program.

In carrying out the Bureau's functions, certain staff members reviewed overall State highway systems and programs submitted by the States as a framework within which the individual project applications were made and reviewed. Other staff members were responsible for setting construction and maintenance standards for all Federal-aid work, for gaging the progress of projects, for applying and using the latest technical methods, and for examining State-aid vouchers for technical adequacy. Research staff members conducted research and development in all aspects of highway and road construction, maintenance, and administration. Staff members were also concerned with the construction of roads in the national forests and parks and other Federal areas where the Bureau rather than the State was the direct contracting authority.

The records described in this inventory are the records of the Bureau of Public Roads and its predecessors that were in the National Archives on November 30, 1961. They are designated as Record Group 30. They amount to 3,277 cubic feet, including 213 cubic feet of photographic materials and 169 cubic feet of cartographic materials. The records date from 1893 to 1950, with a few records of earlier and later date. These records were created or accumulated by the central office of the Bureau of Public Roads and its predecessors. They consist chiefly of the



numeric-subject classified correspondence files and the letters sent files, 1893-1912; the decimal classified correspondence files, 1912-50; and miscellaneous materials, 1893-1950.

Related records in the National Archives are to be found in Record Group 16, Records of the Office of the Secretary of Agriculture; and in Record Group 162, General Records of the Federal Works Agency. Many of the records allocated to Record Group 8, Records of the Bureau of Agricultural Engineering, were once part of the central files of the Bureau of Public Roads. When the Division of Agricultural Engineering of the Bureau of Public Roads achieved Bureau status in 1931, all its functions and records were transferred from the Bureau of Public Roads. Classification groups of the central office files, such as 600 (Rural Engineering), 900 (Farm Irrigation Investigations), and 200 (Farm Drainage Investigations), were relatively easy to separate from the other central office files. Other groups of the central office files, however, such as 001 (Description of Work of the Office), were probably screened individually. Because of the difficulty of separating individually filed pieces of correspondence, some correspondence pertaining to the work of the Division of Agricultural Engineering is still interfiled in the central office files of the Bureau of Public Roads.

Related records outside the National Archives include the decimal classified correspondence files of the Bureau, 1950-55, which are at present located in the Federal Records Center, Alexandria, Va., and the currently maintained files of the Bureau. The personnel records of employees separated from the Bureau before December 31, 1951, are in the Federal Records Center, St. Louis, Mo.

## HEADS OF THE BUREAU OF PUBLIC ROADS AND ITS PREDECESSORS

### Department of Agriculture

#### Office of Road Inquiry

Roy Stone	Oct. 1893-May 1898
M. O. Eldridge (Acting)	June 1898-Aug. 1898
Martin Dodge	Aug. 1898-Jan. 1899

#### Office of Public Roads Inquiries

Roy Stone	Jan. 1899-Oct. 1899
M. O. Eldridge (Acting)	Oct. 1899-May 1900
Martin Dodge	May 1900-June 1905

#### Office of Public Roads

Logan Waller Page	July 1905-July 1915
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Office of Public Roads and  
Rural Engineering

Logan Waller Page

July 1915-June 1918

Bureau of Public Roads

Logan Waller Page

July 1918-Dec. 1918

P. St. J. Wilson (Acting)

Dec. 1918-Mar. 1919

Thomas H. MacDonald

Mar. 1919-July 1939

Federal Works Administration

Public Roads Administration

Thomas H. MacDonald

July 1939-July 1949

General Services Administration

Bureau of Public Roads

Thomas H. MacDonald

July 1949-Aug. 1949

Department of Commerce

Bureau of Public Roads

Thomas H. MacDonald

Aug. 1949-Mar. 1953

Francis V. du Pont

Apr. 1953-Jan. 1955

Charles D. Curtiss

Jan. 1955-Dec. 1957

Francis C. Turner (Acting)

Dec. 1957-Aug. 1958

Ellis L. Armstrong

Aug. 1958-to present

The most useful publications relating to the administrative history of the Bureau of Public Roads are W. Stull Holt, The Bureau of Public Roads: Its History, Activities and Organization (Baltimore, 1923), and such agency publications as U.S. Bureau of Public Roads and Its Work (1930) and The Public Roads Administration and Its Work (1946). An unpublished master's thesis by William C. Hilles, "The Good Roads Movement in the United States: 1880-1916," (Duke University, 1958) gives an account of the agitation for good roads that brought about the establishment of the Office of Road Inquiry. Changes in organization and functions of the Bureau can be traced through the annual reports of the heads of the Bureau of Public Roads and its predecessors (1893-1960).

Entries describing cartographic records in this inventory were prepared by Charlotte M. Ashby. Entries describing photographic records were prepared by Truman R. Strobridge, with the cooperation of the Still Picture Branch.







# RECORDS OF THE BUREAU OF PUBLIC ROADS

## Central Correspondence

NAME INDEX TO GENERAL CORRESPONDENCE. 1892-1912. 15 ft. 1

Index on 3" x 5" cards to the correspondence described in entry 2. Each card contains name of correspondent, date, and file number under which the correspondence is filed. Arranged in two subseries covering approximately the years 1892-1908 and 1908-12, and thereunder alphabetically by name of correspondent.

GENERAL CORRESPONDENCE. 1893-1912. 40 ft. 2

Letters received and beginning about 1904 also copies of letters sent, together with related records such as reports, memoranda, and published material concerning the establishment of the Bureau of Public Roads, its overall administration, and its varied functions and activities, especially the building of object-lesson roads. The Bureau's correspondence with members of Federal and State legislative bodies, professional societies, State highway officials, associations for the promotion of good roads, and the general public reveals its efforts to gather and disseminate information concerning roads, model road systems, and roadbuilding, and to cooperate with legislators, private citizens, and Government agencies in promoting good roads and obtaining the necessary legislation to build them. There are some records dated as early as July 1890, which were accumulated by Gen. Roy Stone before he became the first head of the Office of Road Inquiry. Arranged according to a numeric-subject classification scheme which is reproduced in appendix I.

LETTERS SENT BY THE BUREAU. 1893-1904. 39 vols. 5 ft. 3

Press copies of letters sent dealing with all activities of the Bureau. Arranged chronologically. Each volume is indexed by name of correspondent.

NAME INDEX TO GENERAL CORRESPONDENCE. 1912-55. 375 ft. 4

Index on 3" x 5" cards or slips to what the indexer considered "important" letters and telephone conversations filed or recorded in entry 6. Given are the name of correspondent, dates of correspondence received and sent, the file classification, and usually the subject. From the beginning of the World War II period a rather detailed résumé of each letter is also given. This index also served as a general directory of persons who did business with the Bureau. Arranged in overlapping subseries by fiscal year, thereunder alphabetically by name of correspondent, and thereunder chronologically.

OTHER INDEXES TO GENERAL CORRESPONDENCE. 1919-55. 37 ft. 5

Indexes on 3" x 5" cards or slips to the correspondence described in entry 6 as follows: (1) "District cards" indexing the central office



correspondence with the district offices, 1919-45, giving dates of correspondence received and sent, file classification, and rarely the subject; arranged in overlapping subseries by fiscal year, thereunder chronologically; (2) "Division cards" indexing the central office correspondence with divisions (earlier called districts), 1945-55, giving dates of correspondence received and sent, file classification, and rarely the subject; arranged in overlapping subseries by fiscal year, thereunder chronologically; (3) a name index to the Highway Planning File (710.8), 1935-40, giving name of correspondent, dates of correspondence received and sent, file classification, and sometimes the subject; arranged in overlapping subseries by fiscal year, thereunder alphabetically, thereunder chronologically; (4) a claim file index of employees of the Bureau, 1935-50, giving name of employee, dates of correspondence with the U.S. Employees' Compensation Commission, and file number (321); arranged in overlapping subseries by fiscal year, thereunder chronologically; and (5) a material index file, not dated, giving type of road material and name and address of supplier; arranged alphabetically by type of road material, name of State, and name of supplier.

GENERAL CORRESPONDENCE AND RELATED RECORDS. 1912-50. 2,272 ft. 6

This series, designed for the maintenance of all official correspondence of the Washington office, deals mainly with the role of the Bureau as the principal roadbuilder of the Federal Government and with the administration of Federal-aid funds to the States. The records consist mainly of correspondence, memoranda, and reports but also include records of telephone conversations, photographs, maps, and statistical and published materials. Included also are copies of letters sent and received by the field offices, which were forwarded to the Washington office; and records transferred in bulk by different units of the Washington office, which were filed--without further arrangement--under one file number. Although the Division of Agricultural Engineering became an independent bureau and took its separately maintained records with it, much of its correspondence remains in this series because of the difficulty of separating individually filed pieces. Arranged by a modified Dewey classification system (see appendix II).

#### Office Files and Correspondence Concerning Particular Bureau Activities

OFFICE FILES OF CAPT. P. ST. J. WILSON, CHIEF ENGINEER. 1916-34.

3 ft.

7

Mainly copies of circulars, memoranda, letters, and reports accumulated by Captain Wilson, which relate chiefly to his dealings with district engineers. Arranged in two subseries: (1) Notebooks containing chiefly copies of circulars, memoranda, and letters sent by Captain Wilson to the district engineers concerning the performance of their duties, with enclosures such as copies of letters received by the Bureau, photographs, published pamphlets, charts, and drawings. Included also are circulars sent to the district engineers by other Bureau officials, as well as



policy statements concerning Federal aid for roads, rural post roads, and forest roads. The notebook binders are lettered from A to T; there are also several unlettered ones. In the front of most of the notebooks is a list giving such pertinent information as date when material was sent or received, name of addressee, and subject. (2) Monthly reports or statements of operations of the Engineering Branch, which are copies of the narrative reports submitted to the Director of the Bureau from April 1919 to December 1920. Arranged chronologically.

LETTERS SENT BY E. G. HARRISON, SPECIAL AGENT AND ROAD EXPERT. 1900.  
1 vol. 1 in. 8

Press copies of letters sent chiefly in reply to inquiries from Congressmen, State legislators, engineers, professors, members of good roads associations, and private persons. The letters deal with techniques of roadbuilding, road drainage, road legislation, experiments, lectures, conventions, job applications, and other matters relating to the work of the Bureau. This volume appears to be the only surviving press letter book of the letters sent by Harrison, who directed the construction of object-lesson roads and demonstrated the importance of road improvement in nearly every State east of the Rocky Mountains. These letters are not duplicated in the press copies described in entry 3, although there are many letters concerning Harrison's work in the correspondence described in entries 2 and 3. Arranged chronologically. Indexed alphabetically by name of correspondent.

LETTERS SENT BY THE DIVISION OF LABORATORY TESTS AND INVESTIGATIONS.  
1901-5. 6 vols. 7 in. 9

Press copies of letters sent to Federal, State, and local officials, engineers, geologists, chemists, professional societies, and private persons and companies, both domestic and foreign, concerning the functions and activities of the Division, especially the testing of road materials. Included are copies of printed form letters giving the results of tests on road materials. Also included are letters concerning the function (assumed in 1904 when the Division was called the Division of Tests) of testing construction materials used in agriculture, such as reinforced concrete for fence posts and steel wire for fencing purposes. Related letters received by the Division are filed in the general correspondence series described in entry 2. Arranged chronologically. Each volume is indexed by name of correspondent.

FORM LETTERS SENT BY THE DIVISION OF LABORATORY TESTS AND INVESTIGATIONS.  
1901-5. 4 vols. 5 in. 10

Press copies of printed form letters reporting the results of tests made by the Division on road materials submitted for analysis of chemical and physical qualities. These materials were subjected to an abrasion, a cementation, a toughness, and a hardness test; and their density, absorptiveness, and proper nomenclature were also determined.



Arranged chronologically. Each volume is indexed by name of correspondent.

LETTERS SENT CONCERNING THE AMERICAN SOCIETY FOR TESTING MATERIALS.

1904-5; 1908-12. 1 vol. 1 in.

11

Press copies of letters sent chiefly by staff members Logan W. Page and A. S. Cushman, as members of the American Society for Testing Materials and as chairmen of certain road material committees of the Society. Related letters received by the Bureau are filed in the main correspondence series described in entry 2. Arranged chronologically. Indexed by name of correspondent.

LETTERS SENT BY A. S. CUSHMAN, ASSISTANT DIRECTOR. 1906-8. 1 vol.

1 in.

12

Press copies of letters sent by Cushman while he was collaborating with the Bureau of Plant Industry concerning his experiments on the use of ground feldspar rocks as potash fertilizer. The letters were sent chiefly to employees of the Bureau of Plant Industry, individuals performing experiments in the field, agricultural experimental stations, and private persons and companies requesting information on the subject of cheap fertilizer as plant food. The results of these experiments were published in the Journal of the American Chemical Society. Arranged chronologically. Indexed by name of addressee.

Records Concerning Public Roads Correspondents

In order to obtain statistics and to remain an up-to-date repository of information on all phases of road work the Bureau organized a large corps of "public roads correspondents," representing every county in the United States. These men were public-minded private citizens who volunteered their services in helping the Bureau to investigate and to collect information on roads. Their only compensation was in the form of such Government documents and maps as could be made available to them. Voluntary correspondents had been similarly used by the U.S. Department of Agriculture in obtaining information on crops and weather conditions.

CERTIFICATES OF APPOINTMENT. 1905-9. 9 vols. 1 ft.

13

Copies of printed certificates by which the Secretary of Agriculture appointed private citizens as public roads correspondents. The certificates show name of appointee, date of appointment, and State and county of residence. Arranged chronologically. Each volume is indexed by name of correspondent.

LETTERS SENT CONCERNING PUBLIC ROADS CORRESPONDENTS. 1908-10. 1 vol.

1 in.

14

When the Bureau began an extensive investigation of systems of road management, a revision of the list of approximately 2,800 public roads correspondents who had participated in earlier investigations was



necessary. These letters are of three types: (1) letters to State highway officials asking for names of suitable individuals in the different counties, (2) letters to private citizens asking if they would serve as public roads correspondents without pay, and (3) letters to public roads correspondents relating to their activities. Arranged chronologically. Indexed by name of correspondent.

### Reports of Highway Studies

REPORT RELATING TO THE VIRGIN ISLANDS' HIGHWAY PROGRAM. 1944-52.

5 in.

15

A report on priority projects Nos. 7 and 22, highways and roads, and No. 9, engineering surveys, assigned to the Bureau of Public Roads by Public Law 510 (64 Stat. 158), with related records accumulated by the Office of the Commissioner of the Bureau. The report and its supplement, prepared in 1951 for the Director of Territories of the Department of the Interior, document a 5-year program of highway and street improvement involving all the roads of a small, island community. Included in the report are some letters--for the most part reproductions--which are indexed. The related records consist of a binder of photographs, a binder of exhibits, a folder of material relating to Project 2-T-1, and two folders of miscellaneous material (apparently records pulled from the files, duplicated for insertion in the report, and not refiled). The folders of miscellaneous material are arranged chronologically; the other material has no apparent arrangement.

REPORTS CONCERNING THE ECONOMIC EFFECTS OF ROAD IMPROVEMENT. 1910-18.

10 in.

16

Consist primarily of reports based on economic studies begun in 1910 to ascertain the benefits and burdens brought to a community by a system of improved roads. There are reports for many places, but the most complete ones relate to the following counties: Spotsylvania (Va.), Franklin (N.Y.), Dallas (Ala.), Lauderdale (Miss.), and Manatee (Fla.). These studies were designed to cover approximately a 5-year period; they were made at 1-year intervals and, as nearly as possible, provided the same information for each year. The reports of these studies reveal the character and resources of the counties; the type, extent, and cost of road improvement; the effect of road improvement on assessed valuation of property; the financial burden as indicated by tax rates; and the general prosperity of the counties as shown by local production, size and distribution of population, kind of school buildings, and other related information. Included with the reports are handwritten work notes and manuscripts, photographs, newspaper clippings, maps, charts, and some related correspondence--material that was probably removed from other files. Also included are unpublished reports of studies on the economic effects of post roads. Similar reports of studies on post roads are to be found in the records described in entry 6. Arranged alphabetically by name of State, thereunder by name of county.



REPORTS CONCERNING TOWN AND COUNTY ROAD MANAGEMENT. 1914-15.

5 in.

17

Typed reports of studies undertaken in 1914 relating to road management in selected towns and counties throughout the United States. The reports typically contain information concerning road conditions, organization of road management, and methods of road improvement and maintenance; and also general descriptions of the area, including its agriculture and industry. Some of the reports also contain numerous photographs. Arranged alphabetically by name of State (from Mississippi to Wisconsin).

REPORTS CONCERNING STATE MANAGEMENT OF HIGHWAYS. 1915-18. 1 ft. 18

Chiefly typed reports of studies of road administration and management by the States, for which investigations were begun in 1911. These studies, which give the organization, methods of operation, and results accomplished in the different State highway departments, were prepared in the Washington office of the Bureau and were sent to the highway departments for correction of inaccuracies and for additional information. Besides the reports there are related correspondence, maps, plans, charts, original manuscripts, penciled worksheets and notes, numerous State forms, pamphlets, and some photographs. Arranged alphabetically by name of State.

Other Textual Records of the Bureau

CERTIFICATES OF APPOINTMENT. 1905-11. 3 vols. 4 in.

19

Copies of printed certificates by which the Secretary of Agriculture appointed the Director, engineers, road experts, and other employees of the Office of Public Roads. The certificates show name of appointee, State of residence, date of appointment, position, salary, appropriation from which paid, and, occasionally, conditions of employment. Also included are some orders of promotion. Arranged chronologically. Each volume is indexed by name of appointee.

Cartographic Records

The maps described in entries 22 and 23 were prepared by predecessor units of the Bureau; those described in entries 24-46 were prepared in the central office of the Bureau or in State offices at the special request of the Bureau; and the State agency maps described in entries 47-49 were prepared periodically by State highway departments, with the supervision and financial assistance of the Bureau. The National Archives receives from the Bureau semiannual accretions to the State agency maps.

The cartographic records of the Bureau, numbering 30,166 items and measuring 270 linear inches, amount to 169 cubic feet.



MAP OF MOREHOUSE PARISH, FLA. 1906. 1 item. 20

A photoprocessed map annotated by the Office of Public Roads to show settled and unsettled areas, high and low alluvial areas, and courses of roads.

MAP OF FLORIDA. 1918. 1 item. 21

A photoprocessed map that was prepared in the Office of Public Roads and Rural Engineering to show the progress of the economic highway survey of the State.

"HISTORICAL" MAP. 1927. 1 item. 22

A published map of North America from Nicaragua north to the southern tip of Lake Michigan showing Spanish Caminos Reales, routes followed by French and Spanish explorers, and Indian trails for the period 1519-1821. This map was compiled in the Bureau from original and other sources.

"ASSEMBLY" MAPS OF THE FEDERAL-AID HIGHWAY SYSTEMS. 1922.

2 items. 23

Two maps of the United States annotated to show the original tentative Federal-aid highway systems as submitted by the States. One map shows primary roads only, and the other shows both primary and secondary roads.

MAPS OF HIGHWAY SYSTEMS. 1922-60. 1 in. 54 items. 24

Published maps of the United States showing the Federal-aid highway system, the United States system of numbered highways, interstate highways, and defense highways. There is also a copy of a map, dated 1922, showing the project for the development of national highways approved by Gen. John J. Pershing, Chief of Staff. This map is retained as a record of the Bureau because it represents the basic highway study that eventually led to the adoption of the national system of interstate and defense highways authorized by the 1956 Federal-Aid Highway Act. Arranged by subject and thereunder by edition date.

PROGRESS MAP. 1930. 1 item. 25

A map of the United States annotated to show the progress of construction of the principal interstate highways. Colors differentiate the types of material used to surface the highways.

MAP SHOWING KINDS OF ROAD CONSTRUCTION. 1920. 1 item. 26

A map of the United States annotated with graphic symbols to show for each State the percentage of earth roads, macadam and other intermediate-type roads, and concrete and other high-type roads.

MAP SHOWING SUBGRADES. ca. 1928-32. 1 item. 27

A photoprocessed map of the United States showing prevailing subgrades by soil types.



MAPS OF TOLL ROADS. 1953-55. 2 items. 28

Published maps of the United States showing completed roads, those under construction, and those authorized.

MAP ANNOTATED BY PRESIDENT ROOSEVELT TO SHOW PROPOSED EXPRESS HIGHWAYS. 1938. 1 item. 29

A map of the United States annotated with blue lines. An attached note states that President Franklin D. Roosevelt personally drew these lines on the map to show routes on which express highways should be built.

MAP SHOWING PUBLIC WORKS HIGHWAY PROJECTS. 1934. 1 item. 30

A map of the United States annotated to show the locations of public works highway projects programed for improvement with a \$400 million grant to the States provided under section 204 of the National Industrial Recovery Act.

TRAFFIC FLOW CHARTS. 1937-52. 5 items. 31

Published maps of the United States showing by lines of varying width the average number of cars carried daily by the major highways during 1937-52. Included is a similar map diagraming truck and bus traffic patterns for 1938.

MAPS RELATING TO SNOW-REMOVAL PROGRAMS. 1920-30. 7 items. 32

A reprint by the Bureau of a Weather Bureau map of the United States showing by area the average annual number of days with snow cover; published maps of the United States showing the main highways on which snow was to be removed, 1925-30; and photoprocessed maps of northeastern United States showing roads proposed for snow clearance, 1920-23.

MAP SHOWING MOTOR TRUCK SHIPMENTS OF ORANGES FROM FLORIDA AND CALIFORNIA. 1950. 1 item. 33

A photoprocessed map of the United States showing by State the number of carlot equivalents of oranges shipped by motor truck from California and from Florida. A heavy line divides the area where shipments from Florida predominate from the area where shipments from California predominate.

MAPS OF THE WESTERN STATES. 1921-46. 34 items. 34

Photoprocessed and annotated maps of the 11 western States showing proposed, approved, and existing Federal-aid primary and secondary highways and highways administered by the Forest Service. The status of construction on the existing roads is indicated. One of the maps is annotated to show defense, mineral, and timber access roads as of March 1945.

MAPS SHOWING STATUS OF COUNTY BASE MAPS. 1939-41. 15 items. 35

Published maps of the United States showing the status of the



production of tracings for county base maps by month from November 1939 through February 1941 (except for May 1940).

"LOG MAPS." 1922-35. 1,112 items. 3 ft.

36

Published and photoprocessed maps of States, parts of States, and counties annotated to show the progress in improvements under the Federal-aid program for the construction of highways. Arranged alphabetically by name of State and thereunder by area or county.

STATE TRANSPORTATION MAPS. 1936-47. 657 items. 4 in.

37

Published maps of States, each on two or more sheets, showing highways, railroads, canals, air lanes, and dredged channels. Federal aid and State highway systems are differentiated, and the type of pavement is shown. Arranged alphabetically by name of State and thereunder by edition date.

STATE MAPS SHOWING FOUR-LANE FEDERAL-AID HIGHWAYS. 1939-41.

52 items.

38

Annotated to show status of construction of and proposed locations for four-lane highways. These maps were prepared by the State highway departments at the request of the Bureau of Public Roads. Arranged alphabetically by name of State.

STATE MAPS SHOWING PROGRESS OF THE FEDERAL-AID HIGHWAY SYSTEM. 1925-39.

990 items. 4 in.

39

Published maps of States, often dissected into two or more sheets, showing the parts of the Federal-aid highway system improved with Federal aid, the parts improved with other aid, and the parts under construction. Arranged alphabetically by name of State and thereunder by edition number.

LOCAL PLANNING SURVEY MAPS. 1923-48. 8 items.

40

Published maps of highway surveys conducted in Connecticut, Pennsylvania, and the District of Columbia. The maps for Connecticut show trunkline highways and State-aid roads, motor-vehicle traffic routes in relation to population, and a tentative reconstruction program for the State's highways, 1923-25. The maps for Pennsylvania show the volume and type of motor traffic on the State highways in relation to population, natural resources, and industries, about 1924. The maps for the District of Columbia consist of a published street map, a street map annotated to show the pattern of route zones developed by the Washington Regional Committee of Defense Transportation Administrators, and a "tourist type" street map showing streets, access highways, and major points of interest in the city.

MAPS OF HIGHWAY PROJECTS. 1927-51. 33 items.

41

Photoprocessed maps of the area covered by the Baltimore-Washington



Parkway, 1951; manuscript and annotated maps, plans, and aerial photographic mosaics of the Mount Vernon Highway showing the plan of the highway, details of the construction, and names of property owners (1927-32); and a photoprocessed map showing the road networks leading to the War Department buildings in Arlington, Va., 1943.

MAP OF THE ALASKA HIGHWAY. n.d. 1 item.

42

A published map showing the route of the Alaska Highway from Fairbanks to Dawson Creek.

STATUS MAPS OF THE INTER-AMERICAN HIGHWAY. 1939-50. 3 items.

43

Published maps of Central America showing the status of the construction of the Inter-American Highway as of August 1940 and March 1950, and a published map of South America showing the status of the construction of the highway as of September 1940.

PHOTOCOPIES OF AERIAL PHOTOMOSAICS OF THE INTER-AMERICAN HIGHWAY RECONNAISSANCE SURVEY. 1933. 6 vols. 1 ft.

44

Photocopies of aerial photomosaics of the routes surveyed for an inter-American highway across Mexico, Honduras, Guatemala, Panama, Nicaragua, and Costa Rica. The aerial photomosaics from which these photocopies were made were annotated to show the routes surveyed, distances in kilometers, and place names. The mosaics were made to accompany a report on the proposed Inter-American Highway, but the published report (Doc. 224, 73d Cong., 2d sess.) did not include them.

#### State Agency Maps

STATE TRANSPORTATION MAPS. 1940-60. 300 items. 3 in.

45

Published and photoprocessed maps of States, prepared by the State highway departments in cooperation with the Bureau of Public Roads. The maps show State and Federal highway systems, main county roads, railroads, parks and forests, and bus and truck lines. Arranged alphabetically by name of State and thereunder by edition date.

STATE TRAFFIC MAPS. 1940-57. 140 items. 1 in.

46

Published maps of States showing by lines of varying width the average 24-hour volume of traffic carried by the major highways. Arranged alphabetically by name of State and thereunder by edition date.

COUNTY TRANSPORTATION MAPS. 1940-60. 26,836 items. 18 ft.

47

Published and photoprocessed maps of counties showing in detail all highways and roads in each of the counties. These maps also show conservation and recreation facilities, cities, towns, villages, farm units, dwellings, hotels, churches, internal boundaries, township and section lines, land-grant lines, tunnels, dams, railroad lines and facilities, navigation routes and facilities, air navigation facilities, industries and industrial facilities, educational and correctional institutions,



public service facilities, drainage features, and prominent natural features. Many of the maps contain enlarged insets or are accompanied by supplementary sheets showing densely settled areas on a larger scale. Arranged alphabetically by name of State, thereunder by county, and thereunder by edition date.

### Photographic Records

PHOTOGRAPHS ILLUSTRATING THE DEVELOPMENT OF TRANSPORTATION ("HISTORICAL FILE"). 1896-1952. 17 ft. 48

Approximately 3,500 photographs, many of which were reproduced from sources outside the Bureau. They illustrate the development of roads and transportation from ancient times to the present. Arranged alphabetically by subject, with some photographs arranged by State at the back of the file. An alphabetical subject list of these photographs is available at the National Archives.

PHOTOGRAPHS ILLUSTRATING THE ACTIVITIES OF THE BUREAU OF PUBLIC ROADS ("TRANSPORTATION AND HIGHWAY FILE"). 1900-1953. 98 ft. 49

Approximately 20,000 photographs relating to the activities of the Bureau for more than 50 years. They illustrate phases of highway development, such as highway and bridge construction, maintenance, and use; the improvement of Federal, State, and local highways, including national forest and national park roads; roadside treatment; and research and testing activities. Arranged alphabetically by subject and, in some cases, thereunder by State. An alphabetical subject list of these photographs is available at the National Archives.

PHOTOGRAPHS RELATING TO THE MOUNT VERNON MEMORIAL HIGHWAY. 1928-52. 8 ft. 50

Approximately 1,500 photographs relating to the construction of the Mount Vernon Memorial Highway, built by the George Washington Bicentennial Commission and now maintained by the Bureau. Included are some photographs of historic buildings and sites along the highway route. Arranged alphabetically by subject.

STEREOGRAPHIC PHOTOGRAPHS. 1951. 2 ft. 51

Approximately 300 mounted right and left images from stereoscopic negatives made by the Bureau as an experiment for engineering purposes. Most of the photographs show road and bridge construction, but there are also some scenic photographs. Arranged by State.

NEGATIVES. 1896-1953. 160 ft. 52

Approximately 62,000 glass plate and film negatives of photographs described in entries 48 to 51. They are numbered from 1 to 37,239, with those taken after 1930 numbered from 30-1 to 53-2605; arranged in three subseries by size of negative and thereunder numerically.



MICROFILM COPIES OF PHOTOGRAPHS. 1941-42. 151 rolls.

53

Negative and positive microfilm copies that duplicate, for the years before 1942, the photographs described in entries 48 to 50 as well as some photographs and negatives that are still in the Bureau. Arranged numerically. An alphabetical subject list is available at the National Archives.

Records of the Highway Traffic Advisory Committee  
to the War Department

This Committee was organized in November 1940 to advise the Secretary of War on highway transport matters and to ensure that essential action was taken by State agencies to meet the highway transportation needs of the War Department. Thomas H. MacDonald, Commissioner of Public Roads, was chairman of the Committee, which included representatives of the American Association of Motor Vehicle Administrators, the International Association of Chiefs of Police, and the American Association of State Highway Officials. After April 1942 a full-time Director and a small staff were employed. The United States was divided into transportation zones, and State and local committees were organized. The work of these committees was tied in with that of the national committee, largely through Federal liaison officers.

CORRESPONDENCE. 1941-45. 8 ft.

54

Chiefly correspondence of the Director of the Committee with the War Department and other Government agencies, zone transportation offices of the Committee, service commands, State and local administrators, and liaison representatives. In addition, there are minutes of meetings and proceedings of conferences, summaries of activities, organizational and other administrative records, annual reports, press releases, miscellaneous correspondence, and published and unpublished reports of surveys and studies. These records illustrate how transportation can be mobilized and coordinated during war. They have been maintained separately, although they might have been filed with the records described in entry 6, under the classification 001.11, where the records of the U.S. Highways Council (which carried on a similar World War I transportation program) are filed. Arranged for the most part by name of agency, person, or place, with some miscellaneous material arranged chronologically at the back of the file.

Records of the National League for Good Roads

The League was organized in October 1892 by Gen. Roy Stone, New York civil engineer, in an attempt to consolidate the local and State activities of the "Good Roads Movement" within a national association. The aims of the League were to arouse public interest in road improvement, to determine the best techniques of road construction and maintenance, to secure highway legislation on the State and national levels, and to



foster publications that would serve these purposes. Senator Charles P. Manderson was elected its first president and General Stone, its general vice president and acting secretary. Through its activities the League played an influential role in the establishment of the Office of Road Inquiry. Evidently Stone, when he became the first head of the Office of Road Inquiry, brought the records of the League with him and they became part of the files of the new office.

LETTERS SENT. 1892-93. 2 vols. 4 in.

55

Press copies of letters sent under the signature of General Stone, as vice president and acting secretary of the League. They reveal the attempts of the new organization to establish State, county, and local chapters; to solicit funds; to get favorable legislation passed; and to educate and organize the public concerning the need for good roads. Many of the letters are blurred or faded. Arranged chronologically. Each volume is indexed by name of correspondent. Many of the letters received by Stone as an officer of the League are filed in the general correspondence series described in entry 2.







## APPENDIX I

### Alphabetical List of Subjects and Correspondents in the General Correspondence of the Bureau of Public Roads, 1893-1912, With File Numbers (Entry 2)

An asterisk indicates an object-lesson road project.

*Abbeville, S. C.	219
Alabama roads	106
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- 880 Tile tests
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For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.







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PRELIMINARY



INVENTORIES

Number 135

RECORDS RELATING TO CIVIL WAR CLAIMS  
UNITED STATES AND GREAT BRITAIN

Compiled by George S. Ulibarri  
and Daniel T. Goggin

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The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1962







PRELIMINARY INVENTORY OF RECORDS RELATING TO  
CIVIL WAR CLAIMS  
UNITED STATES AND GREAT BRITAIN

(Record Group 76)

Compiled by George S. Ulibarri  
and Daniel T. Goggin



The National Archives  
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## FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in the nearly 350 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 12,000 rolls of this microfilm, many of which are described in the List of National Archives Microfilm Publications (1961), are available for purchase.







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## INTRODUCTION

During the Civil War the Confederate Navy was strengthened by ships that were built in Great Britain; and Britain allowed Confederate vessels to use certain ports in the British Empire to take on armaments, supplies, and fuel. Two of the ships built in England, the Alabama and the Florida, and other Confederate cruisers caused extensive damage to the Union merchant and whaling fleets. The United States accused Great Britain of failing to act as a neutral during the conflict, even though she had professed her neutrality. The United States claimed that Great Britain was responsible for prolonging the war, for transferring much of the American merchant fleet to the British flag, for the decline in trade, and for increased insurance rates. The United States also held Great Britain liable for the many claims resulting from the actions of the Confederate cruisers.

The differences between the United States and Great Britain that grew out of the Civil War, as well as questions concerning boundaries, navigation, and fisheries that had been a long-time source of irritation, made it difficult for the two countries to carry on friendly diplomatic relations. Their relations steadily deteriorated until 1871 when they agreed that a Joint High Commission should be established to negotiate a treaty that would provide the means for settling their chief differences. The Joint High Commission, composed of five representatives from each country, convened on February 27, 1871, in Washington. Negotiations were completed on May 6, and 2 days later the Treaty of Washington, consisting of 43 articles, was signed.

Articles 1-11 provided that the claims of United States citizens against Great Britain that resulted from actions of the Confederate cruisers should be arbitrated at Geneva to determine the extent of British responsibility. This group of claims is generically known as the Alabama claims. The United States presented one case, which represented all the Alabama claims, to the international Geneva Tribunal of Arbitration on December 15, 1871; and the tribunal granted the United States an award on September 14, 1872. The United States then established a domestic claims commission to examine the validity of each claim in order to divide the award equitably among the individual claimants. The Geneva award was distributed by two domestic Courts of Commissioners of Alabama Claims, which functioned in 1874-76 and 1882-85, respectively.

Articles 12-17 of the treaty provided for the establishment of a Mixed Claims Commission to settle claims of British subjects against the United States and claims of United States citizens against Great Britain, except the Alabama claims, that arose out of acts committed against persons or property during the Civil War. The Commission met from September 26, 1871, to September 25, 1873.



The remaining 26 articles of the treaty provided for procedures to settle questions on boundaries, navigation, and the North Atlantic fisheries.

Most of the records that were produced or accumulated in carrying out the provisions of the Treaty of Washington are in Record Group 76, Records of Boundary and Claims Commissions and Arbitrations. This inventory describes only the records in Record Group 76 that relate to claims of United States and British nationals resulting from the Civil War. These records, amounting to 373 cubic feet, were received from the Department of State.

The inventory is organized by commission or organizational unit, and the records are described as those of the commission or unit that produced or accumulated them.

Related records are in Record Group 59, General Records of the Department of State; Record Group 84, Records of the Foreign Service Posts of the Department of State; Record Group 43, Records of United States Participation in International Conferences, Commissions, and Expositions (includes records of the United States Commissioners of the United States-British Joint High Commission, 1871); Record Group 46, Records of the United States Senate; Record Group 233, Records of the United States House of Representatives; Record Group 39, Records of the Bureau of Accounts (Treasury); Record Group 50, Records of the Treasurer of the United States; Record Group 217, Records of the United States General Accounting Office; Record Group 45, Naval Records Collection of the Office of Naval Records and Library; and Record Group 109, War Department Collection of Confederate Records (includes the plans of the cruiser Alabama).



RECORDS RELATING TO CIVIL WAR CLAIMS  
UNITED STATES AND GREAT BRITAIN

RECORDS OF THE GENEVA TRIBUNAL OF ARBITRATION, 1871-72

The Treaty of Washington, signed May 8, 1871, provided in articles 1-11 for the establishment of a tribunal of five Commissioners to arbitrate the United States claims against Great Britain arising from the actions of certain Confederate cruisers. The tribunal convened in Geneva on December 15, 1871, and the United States and British Agents presented their countries' cases. The tribunal met again on December 16 and then adjourned until June 15, 1872. The two Agents were required to prepare their nations' counterclaims and to make them available to the tribunal by April 15, 1872. The case of the United States, which supported claims for direct losses resulting from the destruction of vessels and their cargoes by insurgent Confederate cruisers, also supported indirect claims for expenditures incurred in the pursuit of the cruisers and in the prolonging of the war, for the loss of the United States merchant fleet to the British flag, and for the increase in insurance rates. Great Britain maintained that the Treaty of Washington did not provide for the arbitration of indirect claims. Fearing the collapse of the arbitration the United States Agent agreed to withdraw the indirect claims. This extra-judicial agreement was formally announced by the president of the tribunal on June 19, 1872, when he dismissed the indirect claims on the ground that international law was not applicable in such cases.

The final decisions of the tribunal were announced on September 14, 1872. They were rendered separately for each of the Confederate cruisers and were based on three rules established by article 6 of the Treaty of Washington. Great Britain was held responsible for all the destruction caused by the Alabama, the Florida, and their tenders, but for the destruction by the Shenandoah only after her departure from Melbourne on February 18, 1865. Great Britain was not held liable for the actions of the Georgia, the Sumter, the Nashville, the Tallahassee, or the Chickamauga. The United States was awarded \$15.5 million, payable in gold.

The tribunal, as provided in article 1 of the Treaty of Washington, consisted of five Commissioners or Arbitrators: Charles Francis Adams, representing the United States; Sir Alexander Cockburn, Great Britain; Count Frederic Sclopis, Italy; Jacques Staempfli, Switzerland; and Marcos Antonio d'Araujo, Brazil. Count Sclopis was chosen president. The United States Agent was J. C. Bancroft Davis; he was assisted by William M. Evarts, Caleb Cushing, and Morrison R. Waite. The British Agent was the Lord Chancellor, Lord Hatherly, who prepared the case of Great Britain; he was assisted by Lord Tenterden and Mountague Bernard.

The cases, counterclaims, arguments, and supporting documents of the United States and Great Britain, as presented to the tribunal, were printed; they are described in entries 1-8. Documents accumulated by



the United States Agency (the Agent's office) for information purposes and for preparing the United States case are described in entries 9-15. Some of these documents were later used at the two domestic Courts of Commissioners of Alabama Claims to validate certain claims and to protect the interests of the United States Government.

CASE OF THE UNITED STATES. 1871-72. 4 vols. 4 in.

1

Four printed copies (two in English, one in French, and one in Portuguese) of the case of the United States as presented to the Geneva Tribunal, in which the United States charged Great Britain with failure to perform her duties as a neutral and with pursuing an unfriendly course toward the United States by permitting the Confederacy to use British territory as a base for naval operations. The United States asked indemnification for the destruction of merchant vessels and their cargoes, for injuries to persons, and for expenditures incurred in the pursuit of the Confederate cruisers and in the prolongation of the war.

COUNTERCASE OF THE UNITED STATES ("CONTRE MEMOIRE DES ETATS UNIS").

1872. 1 vol. 2 in.

2

A printed copy (in French) of the counter case of the United States as presented to the Geneva Tribunal in answer to charges made by Great Britain. The appendix contains correspondence and documents submitted as evidence in support of the United States case. The English version is printed in volumes I and II of the records described in entry 9.

ARGUMENT OF THE UNITED STATES. June 15, 1872. 2 vols. 3 in.

3

Two printed copies (one in English and one in French) of the argument of the United States as presented to the Geneva Tribunal. Included are a general discussion of the controversy and a statement on the Confederate armed cruisers, the failure of Great Britain to perform her international duties as a neutral, and the nature and amount of damages claimed by the United States.

ARGUMENT OF THE UNITED STATES FOR INDIRECT CLAIMS. 1872. 2 vols.

1 in.

4

Two printed copies (one in English and one in French) of the argument of the United States supporting indirect claims as submitted to the Geneva Tribunal. Included are opinions of British statesmen and extracts from journals and newspapers relating to indirect claims.

DOCUMENTARY EVIDENCE OF THE UNITED STATES. 1869-71. 10 vols.

2 ft.

5

Printed correspondence, memoranda, circulars, proclamations, depositions, newspaper extracts, reports, protests, and other documents presented by the United States as evidence in support of its case against Great Britain. This material was assembled in seven volumes labeled "Claims of the United States against Great Britain" and in three additional volumes containing French translations of the more important documents. For an index to these records see entry 8.



CASE OF GREAT BRITAIN. 1872. 3 vols. 6 in.

6

A printed copy of the case of Great Britain as presented to the Geneva Tribunal. It consists of introductory statements on the course pursued by Great Britain during the American Civil War (particularly relating to the reception of war vessels in her ports) on international rights and duties and on the prevention of the unlawful equipping of vessels; and statements relating to the Alabama, the Florida, the Georgia, and the Shenandoah. The appendix, which contains the documents submitted as evidence in support of the British case, consists mostly of correspondence relating to the damages caused by Confederate cruisers, proclamations and regulations issued by the British Government during the war, and a report by a royal Commission inquiring into the enforcement of the neutrality laws. For an index to the records contained in the appendix see entry 8.

COUNTERCASE OF GREAT BRITAIN. 1872. 2 vols. 4 in.

7

A printed copy of the counter case of Great Britain as presented to the Geneva Tribunal in answer to charges made by the United States. The appendix contains copies of documents, correspondence, and other evidence presented with the counter case. For an index to the records contained in the appendix see entry 8.

INDEX TO EVIDENCE OF THE UNITED STATES AND GREAT BRITAIN. 1872.

1 vol. 1 in.

8

An index to the documents and correspondence submitted as evidence with the cases and counter cases of the United States and Great Britain. Shown for individual documents are the topic or name of author, date, to whom addressed, and the number of the page and volume where they appear. The index is in three parts: one to evidence submitted with the United States and British cases (entries 5 and 6), one to evidence submitted with the United States counter case (entry 9), and one to evidence submitted with the British counter case (entry 7). Each part is arranged alphabetically by name of author or topic. The page numbers given in the index to British documents correspond to the numbers appearing in brackets in the volumes for the British case and counter case.

#### Records of the United States Agency

The records described in entries 9-15 below were apparently accumulated by the United States Agency when the case of the United States was being prepared for presentation to the Geneva Tribunal. These records were used by the United States Counsels at the two domestic Courts of Commissioners of Alabama Claims, 1874-76 and 1882-85.

"PAPERS RELATING TO THE TREATY OF WASHINGTON." 1872. 6 vols.

1 ft.

9

Printed documents produced or accumulated in carrying out the provisions of the Treaty of Washington. They relate to the Alabama claims, British claims against the United States, and the San Juan Island



boundary dispute. Included are copies of the cases, countercases, and arguments of the United States and Great Britain, as presented to the Geneva Tribunal; instructions to the United States Agent and Counsel; correspondence; opinions; the final report of Robert S. Hale, United States Agent and Counsel of the Mixed Claims Commission; the United States memorial on the San Juan Island boundary dispute; and maps and charts. There are name and topic indexes in volumes III and IV.

PRINTED CORRESPONDENCE. Feb. 2-June 27, 1872. 1 vol. 1/2 in. 10

Printed letters with enclosures, telegrams, reports, memoranda, and other communications between the Department of State and the United States Minister to Great Britain and the Agent to the Geneva Tribunal. Most of the correspondence relates to the objections raised by Great Britain to the indirect claims of the United States. Arranged chronologically.

RECORDS RELATING TO CONFEDERATE CRUISERS. 1860-64. 4 in. 11

Clearance certificates and registration papers of cruisers, crew lists of the Florida, a map illustrating the cruise of the Alabama, an account of the cruise of the Sumter, and affidavits describing the activities of Confederate cruisers. Included are copies of records of gunpowder exports from Liverpool and a list of vessels sailing with supplies from Glasgow to Confederate ports. Arranged for the most part alphabetically by name of cruiser.

RECORDS OF THE FLORIDA. 1862-64. 8 vols. 1 ft. 12

Logbooks kept by the commander and other officers on board the Florida, a journal kept by the medical officer, a record of payments made by the paymaster, and a list of the officers and crew aboard.

DIARY OF MIDSHIPMAN CLARENCE CARY. Sept. 17, 1864-Mar. 18, 1865.

1 vol. 1 in.

13

This diary was kept by Cary while he was serving on the Confederate cruiser Chickamauga. This vessel captured seven Union merchant ships off the coast of New England, and then sailed to Bermuda and to a port near Wilmington, N. C., where her midshipmen fought alongside Confederate troops to repulse the first attack on Fort Fisher by Union forces. Some drawings, sketches, crew lists, and notes on how to perform certain tasks aboard ship are included. Arranged chronologically. The United States used this diary at the Geneva Tribunal to show that Great Britain had aided the Confederate cruisers.

RECORDS RELATING TO DESTROYED VESSELS. ca. 1860-65. 8 in. 14

Originals and copies of ships' papers of Union vessels destroyed by Confederate cruisers. The records--gathered from port authorities, consular officers, and other sources--consist of clearance certificates, ships' registrations, cargo manifests, crew lists, and a number of sea letters granted to vessels undertaking whaling voyages. Most of the sea letters are signed by President Lincoln. Included is a record of the



proceedings of the New York Chamber of Commerce on the burning of the Brilliant by the Alabama, 1862. Unarranged.

OTHER RECORDS. 1861-71. 5 in.

15

Newspaper clippings commenting on British activities during the Civil War and on the Geneva Tribunal of Arbitration; letters regarding the publication of material on the Alabama claims, the establishment of a claims commission, and the value of Union vessels destroyed; documents concerning neutrality precedents; a report of the Senate Joint Committee on the Conduct of War entitled Red River Expedition, Fort Fisher Expedition, and Heavy Ordnances, 1865; and a bound index to letters received by the Department of State relating to the claims against Great Britain (some of the letters are in the records described in this entry and others apparently are in the records described in entry 55). Included is a volume of printed confidential memoranda and correspondence for use by the United States Commissioners participating in the American-British Joint High Commission. Unarranged.

#### RECORDS OF THE COURT OF COMMISSIONERS OF ALABAMA CLAIMS, 1874-76

This court was a domestic claims commission established by an act of Congress, approved June 23, 1874 (18 Stat. 245), to distribute the money awarded to the United States by the Tribunal of Arbitration at Geneva. The court was to adjudicate the claims of United States citizens who suffered direct loss or damage by the Confederate cruisers Alabama, Florida, and their tenders, and by the Shenandoah after her departure from Melbourne on February 18, 1865.

The court consisted of five judges appointed by the President: Martin Ryerson, Kenneth Rayner, William A. Porter, Caleb Baldwin, and Hezekiah G. Wells, who was designated as the presiding judge. The clerk of the court was John Davis, and the Counsel, appointed to represent the interests of the United States Government before the court, was John A. J. Creswell. When Martin Ryerson resigned, the vacancy was filled by the appointment of Harvey Jewell on February 26, 1875. The vacancy created by the death of Caleb Baldwin, about the time the court was completing its work, was not filled.

The judges met in Washington on July 26, 1874, and organized the court. Two days later they formulated rules and regulations for the court's procedures. They did not meet again until January 22, 1875, the deadline for filing claims.

When a claim was filed with the court it was assigned a docket number. The court received and docketed 1,382 claims, amounting to \$12,673,541, exclusive of interest. This amount did not include the claims for unestimable losses. The task of settling the claims was so great that the date first set for concluding the court's work had to be postponed several times. The act creating the court granted the President authority to extend it for no more than 6 months. On June 2, 1875,



the President, by a proclamation (19 Stat. 661), moved the termination date to January 22, 1876. This date was extended to July 22, 1876, by an act, approved December 24, 1875 (19 Stat. 1). An act, approved March 6, 1876 (19 Stat. 6), provided for the filing of new claims with the court for a 3-month period. During this interval 685 claims were received, amounting to \$1,825,866, exclusive of interest. As the court was again pressed for time, another act, approved July 22, 1876 (19 Stat. 96), extended the time limit for the court to January 1, 1877.

On December 29, 1876, the court adjourned after having passed upon all 2,067 claims. It awarded \$9,316,120, including interest. Not all of the money, however, that was awarded to the United States by the Geneva Tribunal was distributed. In 1882 Congress established another Court of Commissioners of Alabama Claims to adjudicate certain claims that were excluded from the jurisdiction of the first Court of Commissioners.

The records produced or accumulated by the first Court of Commissioners of Alabama Claims are described in entries 16-35. The records of the United States Counsel before this court are described in entries 36-40. A few series of records were used by both courts. They are included with the records of the second Court of Commissioners of Alabama Claims and are described in entries 55-57.

MINUTES ("JOURNAL"). July 22, 1874-Dec. 29, 1876. 6 vols.  
1 ft.

16

Minutes of sessions of the court giving date, names of members present, and a brief summary of the business transacted. The minutes are signed by the clerk and the presiding judge of the court. Arranged chronologically.

CASE FILES. 1874-76. 40 ft.

17

Documents submitted by individual claimants as evidence to validate their claims, together with the petitions that initiated the claims before the court. Each petition gives claimant's name, citizenship, date and place of birth, and residence; amount claimed; and a brief statement of the incidents that led to the claim. Documents submitted as evidence include proofs of citizenship, demurrers, and notices. Some of this material has been printed and is described in entry 18. Arranged by docket number of claim. The index to dockets, described in entry 20, serves as an index to the case files.

PRINTED EVIDENCE. June 23, 1874-Mar. 6, 1876. 156 vols. 24 ft.

18

Petitions, amendments to petitions, correspondence, depositions, briefs, arguments, and other written testimony submitted to the court in support of claims. Original manuscripts of these printed records are described in entry 17. The first set of volumes is numbered 1 to 48 and is arranged by docket number; the second set is unnumbered and is arranged alphabetically by name of ship destroyed and thereunder by docket number.



DOCKETS. July 29, 1874-July 24, 1876. 6 vols. 1 ft. 19

Dockets that were used by the court to record the progress on each claim. Entries in them give name and address of claimant and of claimant's attorney, docket number of claim, amount of claim, date when petition was filed, and dates when important actions were taken on the claim or when additional evidence was submitted. Arranged by docket number. Indexed by name of claimant in the records described in entry 20.

INDEX TO DOCKETS. 1874-76. 1 vol. 1 in. 20

An index to dockets described in entry 19. Each entry gives claimant's name, docket number, and volume and page number of the docket book where information about the claim is to be found. Arranged alphabetically by name of claimant.

LISTS OF CLAIMS. 1877. 2 vols. 2 in. 21

Two lists of claims presented to the court. One list, labeled "Claims Arranged by Vessel Destroyed," gives claimant's name, docket number, and amount of claim. Arranged alphabetically by name of vessel destroyed and thereunder by docket number. The other list--printed and labeled "Index"--gives claimant's name, docket number, nature of claim, amount and date of award, date from which interest was computed, and name of vessel on which loss was sustained. Arranged alphabetically by name of claimant.

MEMORANDA AND OPINIONS. ca. 1874-76. 4 in. 22

Copies of memoranda and opinions rendered by the court on claims, including war risk premium claims, which usually contain the Commissioners' decisions on the validity of the claims. Arranged for the most part by docket number of claim.

AWARDS. Feb. 4, 1874-Dec. 29, 1876. 3 in. 23

Records that appear to be the court's working copies of the awards it granted. They usually contain the following information: date of award, name of claimant, docket number, amount of award, rate of interest, and date from which interest was to be computed. They often also contain annotations and the initials of the presiding judge. Original awards are part of the minutes of the court described in entry 16. Arranged chronologically by date of award. For lists of awards see entry 24.

LISTS OF AWARDS. 1874-76. 3 vols. 4 in. 24

Usually shown for each allowed claim are name of claimant, docket number, date and amount of award, amount of accumulated interest, date from which interest was computed, and remarks. Entries for disallowed claims give only claimant's name, docket number, and date on which petition was dismissed. There are several lists and parts of lists, but the most complete one appears on pages 40-120 of volume A. Arranged by docket number.



RULES AND REGULATIONS OF THE COURT. 1874. 1/4 in. 25

Printed copies of the first and third editions of a pamphlet containing rules and regulations adopted by the Commissioners, which prescribe the method and time limit for filing claims and the procedures for taking testimony, printing petitions, and ordering or hearing claims. Included are copies of the treaty between the United States and Great Britain, signed March 8, 1871; copies of the award of the Geneva Tribunal on September 14, 1872; and copies of the act of June 23, 1874, creating the court.

FINAL REPORT. Jan. 5, 1877. 1 vol. 1/2 in. 26

A printed report of the court, prepared by John Davis, clerk of the court, and submitted to the Secretary of State. It consists of a brief description of the court's organization, personnel, and accomplishments. Included are copies of opinions rendered on the more important cases, synopses of arguments of the Counsel, rules of the court, and copies of treaties and legislation dealing with the settlement of claims.

PETITIONS AND MEMORIALS FILED LATE. June 1876. 2 in. 27

Some of these late claims were eventually presented to the second Court of Commissioners during the period 1882-85. Arranged roughly in chronological order.

LIST OF AGENTS. 1875-76. 1 vol. 1/4 in. 28

A list of agents commissioned by the court to take testimony from witnesses who could not appear before the Commissioners. Arranged alphabetically by name of agent.

ATTORNEYS' CERTIFICATES. 1874-76. 2 in. 29

Statements certifying that the person named was a qualified attorney and was eligible to represent clients before the court. Included are attorneys' memoranda and powers of attorney. Arranged alphabetically by name of attorney.

LIST OF ATTORNEYS. ca. 1874-76. 1 vol. 1/4 in. 30

A list of attorneys and their mailing addresses. Arranged alphabetically by name of attorney.

LETTERS SENT. Nov. 13, 1874-Feb. 28, 1877. 5 vols. 6 in. 31

Press copies of letters sent chiefly by John Davis, clerk of the court. Many of them are replies to the letters described in entry 33. Arranged chronologically. Within each volume the letters are indexed by name of addressee.

INDEX TO LETTERS SENT ("INDEX TO CORRESPONDENCE"). n.d. 2 vols. 3 in. 32

An index to letters described in entry 31. Each entry gives name of addressee, date of letter, and a brief summary of the letter. Arranged alphabetically by name of addressee.



LETTERS RECEIVED. June 25, 1874-Feb. 24, 1877. 13 vols. 3 ft. 33

Letters received by John Davis, clerk of the court, from claimants or their attorneys regarding the status of claims or other business of the court. The last volume also contains a number of letters of application and of recommendation for employment with the court. Replies to most of these letters are described in entry 31. Arranged chronologically. Indexed by name of correspondent in the records described in entry 34.

INDEX TO LETTERS RECEIVED. 1874-77. 2 vols. 3 in. 34

An index to letters described in entry 33. Each entry gives name of correspondent, date of letter, and a brief summary of the letter. Arranged alphabetically by name of correspondent.

PRINTED FORMS AND FORM LETTERS. 1874-76. 2 vols. 1 in. 35

Samples of printed forms used to record expenditures and of form letters sent by the court to the Secretary of the Treasury and to claimants acknowledging receipt of mail. Unarranged.

#### Records of the United States Counsel

REGISTER OF CLAIMS. Oct. 15, 1874-Dec. 19, 1876. 4 vols. 8 in. 36

This register was kept by the United States Counsel appointed to represent the interests of the Government before the Court of Commissioners. The information in the register is similar to that contained in the docket books described in entry 19. Shown are name and address of claimant and of claimant's attorney, amount of claim, name of vessel on which loss or injury was sustained, and dates on which evidence was submitted or on which important action was taken by the court. Arranged by docket number.

INDEX TO REGISTER OF CLAIMS. 1874-76. 1 vol. 1/2 in. 37

An index to the register described in entry 36, giving name and docket number for each claimant. Arranged alphabetically by name of claimant.

REPORTS ON UNION VESSELS DESTROYED. 1875-76. 1 in. 38

Reports by three officials--John M. Gowan, Douglas Ottinger, and John A. Henriques--who were responsible for determining the monetary value of the vessels and equipment destroyed by Confederate cruisers. The reports give the estimated value of each vessel, and they usually include the place where it was built and its age, tonnage, and physical condition. They were addressed to the United States Counsel, John A. J. Creswell. Arranged alphabetically by name of Union vessel.

LIST OF DOCUMENTS FILED WITH THE DEPARTMENT OF STATE. 1871-72.

2 vols. 2 in.

A 247-page list entitled List of Claims Filed With the Department of State, published in 1871, which enumerates the documents submitted to the Department in connection with each claim, and a revised list



published in 1872. Arranged by name of Confederate cruiser and thereunder alphabetically by name of Union vessel on which the claimant sustained the alleged loss or injury.

LETTERS SENT BY THE UNITED STATES COUNSEL. Oct. 5, 1874-May 12, 1875.

1 vol. 1 in.

40

Press copies of letters sent by John A. J. Creswell chiefly to attorneys outside Washington. The letters give instructions on taking testimony in cases pending before the court and on preventing the introduction of fictitious claims or excessive valuations. Arranged chronologically. Indexed by name of addressee.

#### RECORDS OF THE COURT OF COMMISSIONERS OF ALABAMA CLAIMS, 1882-85

The Court of Commissioners of Alabama Claims was reestablished by an act of Congress, approved June 5, 1882 (22 Stat. 98), to distribute the remainder of the money awarded to the United States by the Tribunal of Arbitration at Geneva. The first Court of Commissioners, 1874-76, had awarded to claimants \$9,316,120 of the original \$15.5 million award. A balance of \$10,089,005, which included interest received from certain investments, was on deposit in the Treasury. The second Court of Commissioners was authorized to adjudicate two classes of claims: Class I, claims directly resulting from damage done on the high seas and within 4 miles of shore by Confederate cruisers, except those claims already settled; and Class II, claims for the payment of premiums for war risks, whether paid to corporations, agents, or individuals. The latter class of claims had been excluded by law from the jurisdiction of the first Court of Commissioners.

The second Court of Commissioners met in Washington on July 13, 1882. The President had appointed Hezekiah G. Wells as presiding justice, and James Harlan and Asa French as associate judges. James Harlan became presiding justice on November 10, 1884, following the resignation of Hezekiah G. Wells, and Andrew S. Draper was appointed to fill the resulting vacancy. The clerk of the court was Daniel W. Fessenden, and John A. J. Creswell was again appointed United States Counsel to represent the interests of the United States.

As provided in the act reestablishing the court, claimants had 6 months to file claims and the court had 18 months to conclude its work after the date for filing claims had expired. Each claim accepted by the court was given a docket number. The court assigned docket numbers to 5,751 claims, of which 1,602 were Class I claims, totaling \$10,520,503, and 4,149 were Class II claims, totaling \$17,541,494.

The court was unable to dispose of the great number of claims within the allotted time. On June 3, 1884, the President approved an act (23 Stat. 33) to extend the period of adjudication to December 31, 1885. By this date the court had completed its work and adjourned. Judgments rendered by the court were as follows: Class I claims--378 disallowed,



230 dismissed, and 994 awarded, totaling \$3,346,016; and Class II claims--260 disallowed, 267 dismissed, and 3,622 awarded, totaling \$16,312,944. As provided by the act reestablishing the court, Class I claims were paid in full and the money remaining was divided among Class II claims.

The records produced or accumulated by the second Court of Commissioners are described in entries 41-63. The records described in entries 55-57 were also used by the first Court of Commissioners.

MINUTES ("JOURNAL"). July 13, 1882-Dec. 31, 1885. 8 vols. 1 ft. 41

Minutes of sessions of the court giving date and place, names of members present, and a brief summary of business transacted. The minutes are signed by the clerk of the court. Most of the volumes contain a name index. Arranged chronologically.

CASE FILES. 1882-85. 180 ft. 42

Documents submitted by individual claimants as evidence to validate their claims, together with the petitions that initiated the claims before the court. Each petition gives claimant's name, citizenship, date and place of birth, and residence between 1861 and 1865; amount claimed; and a brief statement of the events that led to the claim. Documents submitted as evidence include statements of insurance premiums paid, proofs of citizenship, depositions, notices, and demurrers. Arranged by docket number. The lists described in entry 44 serve as an index to the case files.

CLAIMANTS' EXHIBITS. ca. 1860-65. 25 ft. 275 vols. 43

Account books, cash books, day books, cargo invoices, journals, ledgers, and letter books submitted by business firms and insurance companies to validate their claims. This material originally comprised part of the case files described in entry 42, but it has been segregated because of its irregular size and bulk. Arranged by docket number, with some gaps.

ALPHABETICAL LISTS OF CLAIMS. 1884. 2 vols. 1 in. 44

A printed and a manuscript list of claims before the court showing claimant's name and docket number of claim. Arranged alphabetically by claimant's name. The lists serve as an index to the records described in entry 42.

NUMERICAL LISTS OF CLAIMS. 1883. 2 vols. 1/2 in. 45

Two lists of claims before the court. One list is printed; it shows docket number, class of claim, claimant's name, name and residence of attorney, nature and amount of claim, name of vessel destroyed and name of cruiser that destroyed it, date of destruction, and remarks. The other list is incomplete; it shows docket number, class and amount of claim, and date when claim was filed. Both lists are arranged by docket number.



DOCKETS. Aug. 14, 1882-Dec. 30, 1885. 21 vols. 4 ft. 46

Dockets used by the court to record the progress on each claim. Entries in them give name and address of claimant and of claimant's attorney, docket number, amount of claim, date when petition was filed, and dates when important actions were taken on the claim or when additional evidence was submitted. The dockets show that docket numbers were set aside for 5,770 claims. Since the court did not authorize the clerk to enter certain claims in the docket book, only 5,751 of the claims were entered. Arranged by docket number. Indexed by claimant's name within each volume. For an index to the dockets see entry 48.

PRINTED DOCKETS. 1882-85. 2 vols. 1 in. 47

Volumes I and V of the dockets printed for the judges of the court. These volumes, containing annotations apparently of the presiding justice, Hezekiah G. Wells, usually show name of claimant and of his attorney, docket number, amount of claim, dates when actions were taken on the claim, and remarks. Arranged by docket number, with some gaps.

INDEX TO DOCKETS. 1882-85. 2 vols. 3 in. 48

An index to dockets described in entry 46. Each entry gives claimant's name and docket number of claim. Arranged alphabetically by name of claimant.

PRINTED OPINIONS. Nov. 24, 1882-June 11, 1885. 4 in. 49

Each opinion contains the Commissioner's decision on the validity of the claim; the amount of compensation, if any, due the claimant; the reasons for arriving at the decision; and, if an award was made, the date from which interest was to be computed. Arranged for the most part chronologically.

LISTS OF AWARDS AND DECISIONS. 1882-85. 14 vols. 1 ft. 50

Usually shown for each claim are claimant's name; docket number; name of claimant's attorney; date of award; and, if claim was allowed, the amount of award; date from which interest was to be computed; amount of accumulated interest; and remarks. Original awards are part of the minutes of the court described in entry 41. Grouped separately by Class I and Class II claims and arranged thereunder by docket number.

LIST OF CLAIMANTS RECEIVING AWARDS. 1882-85. 2 vols. 4 in. 51

Each entry in the list gives claimant's name, docket number, class of claim, and date and amount of award. Arranged alphabetically by name of claimant. The list serves as an index to the records described in entry 50.

RULES OF THE COURT. 1882. 1/4 in. 52

A printed copy of a 37-page pamphlet containing rules adopted by the Commissioners. Included in the text are the articles in the treaty between the United States and Great Britain, signed March 8, 1871, relating to the settlement of claims; the award of the Geneva Tribunal on September 14, 1872; the act of June 23, 1874, creating the first Court of



Commissioners; and the act of June 5, 1882, reestablishing the Court of Commissioners.

PRINTED ORDERS, CIRCULARS, AND NOTICES OF THE COURT. 1882-85.

1/2 in.

53

Relate to scheduling claims for adjudication, reporting important actions of the court and certain financial matters, establishing procedures for attorneys and counsels, and to other administrative and judicial procedures of the court. Included with the notices are an account of the proceedings of the final meeting of the court and a statement by attorneys concerning their expenses. Grouped by type of document and arranged thereunder chronologically.

PETITIONS AND RELATED PAPERS FILED LATE. 1883-85. 4 in.

54

Unarranged.

DOCUMENTS TRANSFERRED FROM THE DEPARTMENT OF STATE. ca. 1861-65.

50 ft.

55

Documents relating to claims filed with the Department of State and later transferred to the first and second Courts of Commissioners. They consist of ships' clearance papers, insurance policies, statements regarding claims, registration and ownership papers, and affidavits. Documents relating to an individual claim have been placed in an envelope with identifying notations. (The lists described in entry 56 serve as a key to the notations.) The envelopes are grouped for the most part under such topics as "Insurance" and "Miscellaneous," or by name of Confederate cruiser. For lists of documents relating to claims that arose from actions of the Confederate cruisers Alabama, Florida, Shenandoah, Clarence, and Tacony see entry 57.

LISTS OF CLAIMS RESULTING FROM ACTIONS OF CONFEDERATE CRUISERS.

n.d. 6 vols. 1 ft.

56

Each entry gives name of Confederate cruiser and of Union vessel it destroyed, name of claimant, and amount of claim. Separate volumes contain claims for which the Alabama, the Florida, the Shenandoah, and other Confederate cruisers were responsible. The claimants' names for the most part are listed alphabetically under name of Union vessel destroyed. These lists serve as a key to the records described in entry 55.

LISTS OF DOCUMENTS TRANSFERRED FROM THE DEPARTMENT OF STATE. ca.

1871-74. 2 vols. 3 in.

57

Lists of documents that were transferred from the Department of State to the first and second Courts of Commissioners. The documents relate to claims resulting from actions of the Confederate cruisers Alabama, Florida, Shenandoah, Clarence, and Tacony; and they are listed under names of claimants, which are arranged alphabetically under names of Union vessels destroyed by the Confederate cruisers named above.



Marginal notations identify the envelopes, described in entry 55, that contain documents for individual claims.

REPORTS ON UNION VESSELS. Apr. 9-June 22, 1883. 1 in. 58

Reports by three officials--T. W. White, J. A. Henriques, and George W. Moore--giving the estimated value of Union vessels destroyed by Confederate cruisers. Arranged chronologically.

RECORD OF INCOMING AND OUTGOING DOCUMENTS ("ORIGINAL PAPERS").

1884-85. 1 vol. 1 in. 59

A record of documents submitted as evidence with each claim. Each entry gives docket number of claim, date when document was received by the court and date when it was returned to claimant, and occasionally the type of document. Arranged by docket number.

MISCELLANEOUS PRINTED DOCUMENTS OF THE COURT. 1885-87. 1 in. 60

A letter of the Secretary of State relating to court expenditures, a statement of expenditures of the court, a brief on the right of counsel to the custody of United States Treasury notes, and a partial list of Southern bondholders in Great Britain. A brief on the compensation of attorneys and on other questions presented to the District Court of Eastern Louisiana relating to the Alabama claims is also included. Arranged chronologically.

LETTERS SENT. Aug. 14, 1882-June 26, 1886. 8 vols. 1 ft. 61

Press copies of letters sent by Daniel W. Fessenden, clerk of the court. Many of them are replies to the letters described in entry 62. Arranged chronologically. Within each volume the letters are indexed by name of addressee.

LETTERS RECEIVED. 1882-86. 7 ft. 62

Letters received by the court from claimants and their attorneys regarding the status of claims or other business of the court. Many of the letters transmitted documents. Grouped by year and thereunder arranged alphabetically by name of correspondent.

ACCOUNT OF DISBURSING AGENT, ANDREW H. ALLEN. Aug. 3, 1882-Dec.

30, 1885. 2 vols. 3 in. 63

Shows funds received and funds expended. Given under funds received are number and amount of draft and date of its issuance; and, under funds expended, name of payee, date and nature of expense, number and amount of check, and number of invoice. Arranged chronologically.

#### RECORDS OF THE MIXED CLAIMS COMMISSION UNITED STATES AND GREAT BRITAIN, 1871-73

The Treaty of Washington, signed May 8, 1871, provided in articles 12-17 for the establishment of a Mixed Claims Commission between the United States and Great Britain to adjudicate all claims of British



subjects, corporations, or companies against the United States and all claims of United States citizens, corporations, or companies against Great Britain (except those claims generically known as the Alabama claims) resulting from acts committed against the person or property of such individuals, corporations, or companies during the period April 13, 1861-April 9, 1865.

The Mixed Claims Commission was to consist of three Commissioners--one to be appointed by the President of the United States; one, by Her Britannic Majesty; and one, conjointly by the United States and Great Britain. James Somerville Frazer of the United States, Russell Gurney of Great Britain, and Count Louis Corti of Italy were named as the three Commissioners. The interests of the two Governments before the Commission were to be represented by an Agent and a Counsel. Robert S. Hale was appointed United States Agent and Counsel, and his clerk was Edward Hayes. Henry Howard was the Agent and James M. Carlisle was the Counsel for Great Britain.

The Commission met in Washington on September 26, 1871. Count Corti was chosen to act as presiding Commissioner and Thomas C. Cox as secretary. Claimants were given 6 months to file claims after the Commissioners first met and the Commission was to complete its work 18 months after the filing date had expired.

The Commission had planned not to meet during the hot Washington summer, but it was soon evident that it could not complete its task by the deadline if a recess was taken. Both Governments agreed, therefore, on January 18, 1873, to an additional article that allowed the Commission to meet outside Washington. It met in Washington for the last time on June 3, 1873, and then moved to Newport, R. I., where it continued in session until September 25, 1873.

Each claim that was filed with the Commission was assigned a docket number. A separate series of numbers was maintained for the British and the United States claims. By March 26, 1872, the deadline for filing claims, 421 British claims and 18 United States claims had been received and docketed. The Commissioners, in accordance with article 14 of the treaty, agreed to extend the filing date for 3 months, in which period 57 British claims and 1 United States claim were filed. The 478 British claims amounted to about \$96 million, including interest; the 19 United States claims totaled a little less than \$1 million, exclusive of interest. Final decisions on British claims were rendered as follows: 1 was dismissed because of indecorous language but was later refiled; 30 were dismissed as not being within the jurisdiction of the Commission; 258 were disallowed; 8 were withdrawn; and 181 were awarded, totaling \$1,929,819. The Commission dismissed all 19 United States claims.

The records produced or accumulated by the Mixed Claims Commission, including the documents presented to it on behalf of claimants of the



United States and Great Britain, are described in entries 64-76. The records of the United States Agency are described in entries 77-85.

MINUTES. Sept. 26, 1871-Sept. 25, 1873. 1 vol. 2 in. 64

Minutes of sessions of the Mixed Claims Commission giving date and a brief summary of business transacted. The minutes are signed by the presiding Commissioner and the secretary. Arranged chronologically.

CASE FILES FOR UNITED STATES CLAIMANTS. 1871-73. 6 in. 65

Usually included in each case file is the memorial that initiated the claim before the Commission, which contains claimant's name, date and place of birth, and residence between April 13, 1861, and April 9, 1865; a brief statement of events that led to the claim; and amount of claim. Also included are briefs and arguments, as well as demurrers and depositions substantiating the memorial. Some of the material in the case files is duplicated in the printed memorials and testimony described in entries 67 and 68. Arranged by docket number of claim. Indexed by the records described in entry 66.

INDEX TO CASE FILES FOR UNITED STATES CLAIMANTS. 1871-73. 1/4 in. 66

A 3" x 5" card index to the case files described in entry 65. Each card shows claimant's name and docket number of claim. Arranged alphabetically by name of claimant.

PRINTED MEMORIALS OF UNITED STATES CLAIMS. 1871-73. 1 vol. 2 in. 67

Each memorial usually contains claimant's name, date and place of birth, and residence between April 13, 1861, and April 9, 1865; a brief statement of events that led to the claim; and amount of claim. Included are some briefs, demurrers, and decisions. These records duplicate in part the records described in entry 65. Printed testimony submitted in connection with each claim is described in entry 68. Arranged by docket number of claim.

PRINTED TESTIMONY ON UNITED STATES CLAIMS. 1871-73. 1 vol. 2 in. 68

Depositions, correspondence originating in Canada and the Confederate States, interrogatories, and other documentary proof. Part of the testimony was submitted by United States claimants to support statements and charges made in the memorials, and the remainder was submitted by the British Counsel in reply to the statements and charges. These records duplicate in part the records described in entry 65. Arranged by docket number of claim.

DECISIONS ON UNITED STATES CLAIMS. May 8, 1871-Sept. 16, 1873.  
1/4 in. 69

Final decisions rendered by the Commission and signed by the three Commissioners. Each decision gives claimant's name, docket number, date of decision, and place where the decision was rendered. All 19 claims of United States citizens were disallowed. Arranged by docket number of claim.



CASE FILES FOR BRITISH CLAIMANTS. 1871-73. 10 ft. 70

Usually included in the files are memorials, briefs, arguments, demurrers, notices, and depositions. Many of the documents have been printed and are described in entries 72 and 73. Arranged by docket number of claim. Indexed by the records described in entry 71.

INDEX TO CASE FILES FOR BRITISH CLAIMANTS. 1871-73. 8 in. 71

A 3" x 5" card index to the case files described in entry 70. Each card shows claimant's name and docket number of claim. Arranged alphabetically by name of claimant.

PRINTED MEMORIALS OF BRITISH CLAIMS. 1871-73. 34 vols. 5 ft. 72

Each memorial usually contains claimant's name, date and place of birth, and residence between April 13, 1861, and April 9, 1865; a brief statement of events that led to the claim; and amount of claim. Included are some briefs, arguments, demurrers, and final decisions. These records duplicate in part the records described in entry 70. Printed testimony submitted in connection with each claim is described in entry 73. Arranged by docket number of claim.

PRINTED TESTIMONY ON BRITISH CLAIMS. 1871-73. 38 vols. 6 ft. 73

Depositions; interrogatories; cross-examinations of witnesses; correspondence from the files of the War, State, and Treasury Departments; special field orders of the War Department; and invoices. Part of this testimony was submitted by the British claimants to support statements and charges made in the memorials, and the remainder was submitted by the United States Agent in reply to the statements and charges. These records duplicate in part the records described in entry 70. Arranged by docket number, from 3 to 478. Testimony for the claims docketed as Nos. 1 and 2 is printed with the memorials described in entry 72.

DOCKETS OF BRITISH CLAIMS. 1871-73. 1 vol. 2 in. 74

Dockets containing the following information for each claim: claimant's name, docket number, dates when evidence was filed or when important action was taken by the Commission, and, if claim was allowed, amount of award. Arranged by docket number of claim.

DECISIONS AND AWARDS ON BRITISH CLAIMS. 1871-73. 6 in. 75

Final decisions rendered by the Commission and signed by the three Commissioners. Each decision gives claimant's name, docket number, date of decision, place where the decision was rendered, a brief statement on reasons for allowing or disallowing the claim, and, if claim was allowed, amount of award, including interest. Arranged by docket number of claim.

MISCELLANEOUS PAPERS AND LISTS OF CLAIMS. ca. 1871-73. 4 in. 76

A draft copy of the dissenting opinion of Commissioner Frazer on the saltpetre cases; a brief on the case of the St. Albans Bank; a report on the Confederate cruiser Alabama; affidavits; newspaper clippings; a list of correspondence relating to the St. Albans raid; copies of Army



orders; memoranda and notes of the United States Commissioner; and lists of claims pending, claims decided, and claims originating in South Carolina. Most of these records were apparently used for reference purposes. Unarranged.

Records of the United States Agency

DOCKETS OF UNITED STATES CLAIMS. 1871-73. 1 vol. 2 in. 77

Dockets kept by Robert S. Hale, United States Agent, which contain the following information for each claim: claimant's name, docket number, and dates when evidence was filed or when important action was taken by the Commission. All of these United States claims were disallowed. Arranged by docket number.

DOCKETS OF BRITISH CLAIMS. 1871-73. 1 vol. 2 in. 78

Dockets kept by the United States Agent, which contain information similar to that in the docket book described in entry 74. Arranged by docket number, from 1 to 478. Docket Nos. 401-478, however, are on pages 101-178 of the docket book of United States claims described in entry 77. Indexed within the volume by name of claimant.

LIST OF DOCUMENTS. ca. 1872. 2 in. 79

A list of documents in the files of the Department of State relating to claims of British subjects against the United States. Given are claimant's name, docket number, documents pertinent to the claim, dates when the documents were sent or received, and a summary of each pertinent document. Arranged by docket number of claim, with some gaps.

LETTERS SENT. Oct. 7, 1871-Nov. 20, 1873. 2 ft. 80

Press copies of letters sent chiefly by the United States Agent to claimants, claimants' attorneys, United States consulates and legations, and the State, Treasury, War, Navy, Justice, and Interior Departments. The letters usually relate to the information and testimony to be used in protecting the interests of the United States Government and its citizens before the Commission. Some of the letters are replies to the letters described in entries 81 and 82. Interspersed among the press copies are a few original letters sent by Hale and addressed to Edward Hayes and A. Johns, clerks. Arranged chronologically. Indexed by name of addressee.

LETTERS RECEIVED. 1871-73. 2 ft. 81

Letters received by the United States Agent from claimants, claimants' attorneys, and special agents employed to take testimony from witnesses living outside Washington. Some of the letters acknowledge receipt of instructions, and others relate to the status of claims, progress in taking testimony, transmittal of evidence, and routine matters. Replies to many of these letters are described in entry 80. Arranged alphabetically by name of correspondent.



MISCELLANEOUS LETTERS RECEIVED. 1871-73. 6 in.

82

Letters received by the United States Agent from the State, Treasury, War, Navy, Justice, and Interior Departments; several State governments; the Court of Claims; United States consulates and legations; and the Washington Post Office. Many of the letters are replies to Hale's requests for information on claims, copies of certified documents, or lists of qualified attorneys. Replies to some of the letters are described in entry 80. Arranged by name of originating agency and thereunder chronologically.

NOTICES RECEIVED. 1871-73. 6 in.

83

Printed notices received by the United States Agent from the secretary of the Commission stating that new claims had been filed with the Commission and transmitting copies of memorials, briefs, and information on the status of specified claims. The notices relate to both British and United States claims. Arranged by docket number: United States claims, Nos. 1-19; and British claims, Nos. 1-478.

TELEGRAMS RECEIVED. 1872-73. 2 in.

84

Telegrams received by the United States Agent, mostly from attorneys taking testimony for use before the Commission. The telegrams informed Hale that testimony had been obtained from specified witnesses or that evidence would be transmitted, or they requested instructions or information on routine matters. Arranged alphabetically by name of correspondent.

FINAL REPORT OF UNITED STATES AGENT. Nov. 30, 1873. 1 vol. 1 in. 85

A printed copy of the 260-page report of Robert S. Hale, which was submitted to the Secretary of State. In the report Hale gave an account of the Commission's organization and personnel, its jurisdiction and powers, its methods of procedure, and its major accomplishments; and he also included a synopsis of the outstanding cases decided by the Commission. The appendix includes a copy of the rules adopted by the Commission and lists of United States and British claimants, arranged numerically by docket number of claim.







For a list of other preliminary inventories, see the list of  
National Archives publications, which may be obtained upon request  
from the Exhibits and Publications Branch, National Archives, General  
Services Administration, Washington 25, D. C.







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PRELIMINARY



INVENTORIES

Number 136

RECORDS OF UNITED STATES AND MEXICAN  
CLAIMS COMMISSIONS

Compiled by George S. Ulibarri

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The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1962







PRELIMINARY INVENTORY OF THE RECORDS OF  
UNITED STATES AND MEXICAN  
CLAIMS COMMISSIONS

(Record Group 76)

Compiled by George S. Ulibarri



The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1962



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## FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in the nearly 350 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 12,000 rolls of this microfilm, which are described in the List of National Archives Microfilm Publications (1961), are available for purchase.







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## INTRODUCTION

The subject of claims is important in the history of relations between the United States and Mexico. Mexico's troubled history, its proximity to the United States, and the presence there of a considerable number of United States citizens making large financial investments have given rise to irritating controversies, many of which have resulted in claims. While some of these claims have been settled through regular diplomatic channels, the usual method of settlement has been through international tribunals. Often claims have accumulated for a number of years before the Governments of the two countries agreed to establish an international claims commission to settle them. Such a claims commission has consisted of one or more commissioners from each country and a neutral person serving either as umpire or chairman. It has been customary for commissioners to be appointed by each nation's Chief Executive and the umpire or chairman to be selected by mutual agreement between the two Governments. The commissioners have been responsible for hearing and deciding all claims, sometimes with assistance from the neutral person. If the neutral person served as chairman he would sit with the national commissioners as presiding member and take part in the hearing and deciding of all cases, but if he served as umpire he would be called upon only to decide the disputed points in cases of disagreement between the commissioners. In addition it has been customary for each nation to appoint an agent and counsel and a secretary. The agent has been responsible for preparing and presenting to the commission all claims of the Government he represented. The secretary has been responsible for keeping and maintaining the records of the commission. After claims were settled on an international level and the total amount of awards were determined, the work of an international commission would come to an end. At this point the usual pattern has been the establishment of a domestic claims commission to effect a just distribution among individual claimants of whatever funds had been received as indemnity.

United States participation in the international commissions has been carried on under the auspices of the Department of State pursuant to congressional authorization. The resulting records have usually been preserved as a body in the Department and comprise part of the records in Record Group 76, Records of Boundary and Claims Commissions and Arbitrations.

This inventory has been organized according to the commission or entity that created the records, and consequently records are described as those of a particular organizational unit that produced or accumulated them.

This inventory covers all the records in the National Archives in Record Group 76 that relate to claims of the United States and Mexico. They amount to 1,035 cubic feet and were received from the Department of



State. Records relating to unsettled claims less than 50 years old and all records dated later than December 31, 1929, may be examined only by permission of the Department of State.

Records relating to those described in this inventory are in Record Group 59, General Records of the Department of State; Record Group 84, Records of the Foreign Service Posts of the Department of State; records of the United States Commissioners of the American and Mexican Joint Commission, 1916, in Record Group 43, Records of United States Participation in International Conferences, Commissions, and Expositions; records of the Committee on Foreign Relations To Investigate the Matter of Outrages on Citizens of the United States in Mexico (Senator Albert B. Fall, Chairman), in Record Group 46, Records of the United States Senate; Record Group 39, Records of the Bureau of Accounts (Treasury); and records relating to claims of Mexican citizens arising out of the landing of United States Marines at Veracruz in 1914 and General Pershing's Punitive Expedition of 1916, in Record Group 153, Records of the Office of The Judge Advocate General (Army).



# RECORDS OF UNITED STATES AND MEXICAN CLAIMS COMMISSIONS

## RECORDS OF THE BOARD OF COMMISSIONERS, UNITED STATES AND MEXICO, CREATED UNDER THE CLAIMS CONVENTION OF APRIL 11, 1839

When the United States established diplomatic relations with Mexico in 1825, various incidents had already given rise to claims of citizens of one country against the other country. During the next decade these claims, some of which dated back to Mexico's struggle for independence, continued to increase. Many were based on allegations that United States vessels had been fired upon, that United States citizens had been illegally arrested and maltreated, and that their property had been confiscated.

To correct this situation the United States and Mexico signed a claims convention on April 11, 1839. It provided that all claims based on injuries to persons and property of citizens of the United States suffered before April 11, 1839, should be referred to a Board of four Commissioners, two to be named by the President of each country. The Board was to meet in Washington and was given a period of 18 months to decide upon the justice of the claims and the amount of compensation, if any, due from the Mexican Government. In case of differences between the Commissioners, the King of Prussia or his representative was to act as Umpire.

An act of Congress, approved June 12, 1840 (5 Stat. 383), provided for the appointment of the two United States Commissioners and a Secretary. On June 16, 1840, President Martin Van Buren appointed William L. Marcy and John Rowan as the United States Commissioners; Alexander Dimitry was appointed Secretary. On June 20, 1840, the Mexican President, Anastasio Bustamante, appointed Pedro Fernández del Castillo and Joaquin Velázquez de León as Mexican Commissioners; Lucas de Palacio y Magarola was appointed Secretary. The King of Prussia appointed Baron Roenne, then minister resident of Prussia at Washington, as the Umpire.

The Board met in Washington from August 25, 1840, to February 25, 1842. During this time a total of 109 claims was presented to it. The Board, however, reached final decisions in only 72 cases. Awards totaling \$439,393.82 were granted in 11 cases, 4 cases were rejected, and 57 cases were transferred to the Umpire. The Umpire rejected 4 of the 57 cases while awarding to the 53 others \$1,586,745.86.

At the end of the 18-month period much unfinished business remained. Besides the 37 undecided claims that were under consideration as the



Board expired, there were several additional claims of United States citizens ready for presentation that the Board was unable to accept or examine because of the lack of time (see entry 9). These additional claims as well as the 37 undecided claims were later taken up by the United States Board of Commissioners established in 1849.

MINUTES OF THE PROCEEDINGS. Aug. 25, 1840-Feb. 25, 1842. 3 vols.  
5 in. 1

Approved minutes, in English and Spanish, of the proceedings, containing date and place of each meeting, names of Commissioners present, and a concise statement of the business transacted during the meeting. Signed by both the United States and the Mexican Secretaries. Arranged chronologically. Volumes 1 and 2 are labeled "Day Book."

INDEX TO MINUTES OF THE PROCEEDINGS. 1840-42. 1 vol. 2 in. 2

A name and subject index to the minutes of the proceedings described in entry 1. The index gives volume and page references. Names and subjects are arranged alphabetically.

COPIES OF MINUTES OF THE PROCEEDINGS. 1840-42. 4 in. 3

Draft copies of the minutes of the proceedings of the Board of Commissioners (described in entry 1). Included also are copies of documents read or presented to the Board during the meeting. The minutes and many of the other documents are in Spanish, some of which are accompanied by English translations. Arranged according to the two languages used, and thereunder roughly chronologically.

LETTERS SENT BY THE UNITED STATES COMMISSIONERS. Sept. 8, 1840-Mar. 15, 1842. 1 vol. 2 in. 4

Letter book containing copies of letters sent by the United States Commissioners and the United States Secretary to claimants or their attorneys requesting additional information or acknowledging receipt of documents regarding their claims; letters sent to the Umpire, Baron Roenne, answering questions or transmitting reports; and letters sent to the Secretary of State transmitting copies of awards and other documents or reporting to him on the work of the Board of Commissioners. Arranged chronologically, Indexed by name of addressee.

LETTERS RECEIVED BY THE UNITED STATES COMMISSIONERS. 1840-42. 1 in. 5

Mostly letters received from the Mexican Ministry of Foreign Relations, the Mexican Commissioners, the Umpire, and United States citizens seeking employment or recommending persons for employment by the Board of Commissioners. Included are some drafts of letters sent, mostly to the Secretary of State.

REPORTS OF THE UNITED STATES COMMISSIONERS. 1842. 1 in. 6

A copy of a report prepared by the United States Commissioners and submitted to the Secretary of State on March 14, 1842, regarding the



work of the Board of Commissioners and including a list of the awards issued; and also a draft copy of the final report, dated April 23, 1842, describing the work of the Board of Commissioners, the many problems encountered, and details of important cases. The final report has been printed in Senate Document No. 320, 27th Congress.

CASE FILES FOR CLAIMS HEARD. 1825-43. 5 ft.

7

Case files containing all or most of the following papers relating to each claim: a memorial; a statement of claim usually consisting of a chronological narration of all pertinent matters tending to establish a valid claim; papers containing information regarding the claimant's nationality, the nature of the property involved, the acquisition of the property, acts or incidents giving rise to the claim, and the nature and extent of loss or damage for which the claim was made; and a list of the papers in the folder that relate to the claim. Arranged by claim number.

INDEX TO CASE FILES FOR CLAIMS HEARD. n.d. 6 in.

8

A 3" x 5" card index showing names of United States claimants' claim numbers, and in some cases the nature of the claims. Arranged alphabetically by name of claimant. Relates to records described in entry 7.

CASE FILES FOR CLAIMS NOT HEARD ("MISCELLANEOUS CLAIMS"). 1839-43. 2 ft.

9

Case files for United States claims not presented to or examined by the Board of Commissioners before its expiration date, containing correspondence with the Department of State and other material to be used as supporting evidence in establishing a valid claim. Arranged numerically.

INDEX TO CASE FILES FOR CLAIMS NOT HEARD. n.d. 4 in.

10

A 3" x 5" card index showing names of United States citizens whose claims were not presented to or examined by the Board of Commissioners, claim numbers, and in some cases the nature of the claims. Arranged alphabetically by name of claimant. Relates to records described in entry 9.

DECISIONS AND AWARDS. 1841-42. 1 in.

11

Certified copies of decisions rendered by the Board of Commissioners on United States claims. They usually indicate the nature of the claims and the amounts awarded. The English and the Spanish versions appear in different columns of the same page. Signed by both Secretaries of the Board of Commissioners. Arranged chronologically by date of award.

RECORDS OF THE UNITED STATES SECRETARY. 1840-42. 1 in.

12

Signed copies of vouchers and a receipt book indicating that payment was made by Alexander Dimitry, United States Secretary of the Board



of Commissioners, for certain items purchased for use by the Board of Commissioners. The receipt book contains a list of documents which had been filed with the Secretary but were returned to the claimants. Also included are signed oaths of office of the Mexican members of the Board of Commissioners.

MISCELLANEOUS PAPERS. 1840-42. 1 in.

13

Letters, depositions, and other documents accumulated by the Board of Commissioners in connection with its work of adjudicating claims of United States citizens; lists of these documents; several brief statements regarding the final disposition of certain claims, the number of claims decided by the Board, and the number of claims decided by the Umpire; and a printed copy of the convention between the United States and Mexico.

LISTS OF DOCUMENTS REGARDING CLAIMS. n.d. 2 in.

14

Lists of State Department documents delivered to the Board of Commissioners by order of the Secretary of State, assembled in two folders labeled "List of documents delivered to Commissioners by order of the Secretary of State" and "List of documents accompanying claims before the Commission." Many of the documents on the latter list were included in the case files of individual claimants. The lists are, with few exceptions, arranged alphabetically by name of claimant.

TABULATION OF UNITED STATES CLAIMS. 1841-42. 1/4 in.

15

A printed tabular statement of the final action taken by the Board or Umpire on the claims of United States citizens against Mexico, arranged in eight parts as follows: (1) claims allowed by the Board, (2) claims disallowed by the Board, (3) claims decided by the Board not to be within its jurisdiction, (4) claims allowed by the Umpire, (5) claims disallowed by the Umpire, (6) claims decided by the Umpire not to be within the jurisdiction of the Board, (7) claims undecided by the Umpire, and (8) late claims. Entries under each part are arranged chronologically by final date of action.

REPORT FROM THE TREASURY DEPARTMENT REGARDING PAYMENTS. May 5, 1842.  
1/2 in.

16

A report from the Register's Office of the Treasury Department addressed to the Secretary of State regarding the issuance of certificates in the amount of \$2,016,149.98 as payment on the awards made by the Board of Commissioners. A list of the claimants in whose name certificates were or were to be issued is included. The amount of the award is indicated for each claimant. Arranged by certificate number.

RECORDS OF THE UNITED STATES BOARD OF COMMISSIONERS,  
ESTABLISHED BY AN ACT OF CONGRESS OF MARCH 3, 1849

The treaty of Guadalupe Hidalgo, signed February 2, 1848, which



ended the war between the United States and Mexico, provided for the assumption by the United States of all unliquidated claims between the two Governments to an amount not exceeding \$3,250,000. Thus the United States Government freed Mexico from all pending claims of United States citizens that arose before the date of signing the peace treaty. The claims included those that the Board of Commissioners, 1840-42, had decided in favor of United States citizens but that the Mexican Government had failed to pay in full, claims that had not been presented or had remained undecided under the convention of 1839, and new claims that had arisen during the period 1839-48. The United States agreed to set up a domestic Board of Commissioners to decide upon the validity of the claims and the amount of compensation, if any, due to each claimant.

The Board was established by an act of Congress approved March 3, 1849 (9 Stat. 393), which provided for three Commissioners and a Secretary to be appointed by the President of the United States. The Board was to be in session for a period of 2 years. President Zachary Taylor appointed George Evans, Robert T. Paine, and Caleb B. Smith as the three Commissioners. William Carey Jones was appointed Secretary.

The Board was in session from April 16, 1849, to April 15, 1851. During this time it awarded \$3,208,314.96 in 198 cases and rejected 70 cases.

MINUTES OF THE PROCEEDINGS. Apr. 16, 1849-Apr. 15, 1851. 1 vol. 2 in.

Approved minutes of the proceedings, containing the date of each meeting, names of Commissioners present, and a concise summary of the business transacted during the meeting. There are some marginal notes indicating that additional details may be found among the opinions and decisions described in entry 28. Also included is a copy of the final report submitted by the Commissioners to the Secretary of State regarding the work accomplished by the Board. The minutes are signed by the Secretary of the Board. Arranged chronologically by date of meeting. 17

INDEX TO MINUTES OF THE PROCEEDINGS. n.d. 1 vol. 1 in. 18

Index to the minutes of the proceedings of the Board of Commissioners described in entry 17, consisting of an alphabetical list of names of persons and subjects with appropriate page references.

LETTERS RECEIVED BY THE SECRETARY OF STATE. 1849-50. 1/2 in. 19

Original letters and reports submitted by the Board of Commissioners and its Secretary to the Secretary of State concerning the work of the Board, with some progress reports or statements about the number of claims decided by the Board of Commissioners. Copies of some of these communications can be found in the "letters sent" described in entry 20. Arranged in reverse chronological order.



LETTERS SENT BY THE SECRETARY OF THE BOARD OF COMMISSIONERS. Apr.

16, 1849-Mar. 12, 1851. 1 vol. 1 in.

20

Copies of letters sent, mostly to claimants, their attorneys, and the Secretary of State. These were written by the Secretary of the Board of Commissioners in answer to the "letters received" described in entry 21. Arranged chronologically.

LETTERS RECEIVED BY THE COMMISSIONERS AND THE SECRETARY. 1848-51.

2 in.

21

Letters received by members of the Board of Commissioners and the Secretary, mostly from claimants and their attorneys who inquired about documents filed with the Commissioners, dates for filing claims, the progress of specified claims, and similar matters. Also included are some letters from the Secretary of State. Arranged alphabetically by name of correspondent. Also present is an alphabetical typed list of the names of the correspondents, with the dates of the letters. Answers to many of these letters can be found in the "letters sent" described in entry 20.

FINAL REPORT. Apr. 16, 1851. 1/4 in.

22

This report, signed by the three Commissioners and transmitted to the Secretary of State, reviewed briefly the activities of the Board and summarized the work accomplished, including the number of claims decided and the total amount awarded.

RULES AND PROCEDURES. Apr. 23, 1849. 1/4 in.

23

Printed rules and procedures that governed the activities of the Board of Commissioners in adjudicating claims, including information as to the kind of documents that had to be prepared and the kind of proof submitted in order to establish a valid claim.

CASE FILES FOR CLAIMANTS. 1848-51. 9 ft.

24

Case files containing all or most of the following papers relating to each claim: a memorial; a statement of claim consisting of a narration of all pertinent matters tending to establish a valid claim; papers containing information regarding the nature of the property involved, the acquisition of the property, acts or incidents giving rise to the claims, and the nature and extent of loss or damage for which the claim was made; and a list of the papers that are contained in each file. Arranged by session, and thereunder by claim number.

INDEX TO CASE FILES FOR CLAIMANTS. n.d. 10 in.

25

An index on 3" x 5" cards showing names of claimants and claim numbers and indicating whether claims were filed during the June or the November session. Names arranged by session and alphabetically thereunder. Relates to case files described in entry 24.

CASE FILES FOR UNDOCKETED CLAIMS. 1848. 3 in.

26

Case files for claims of United States citizens not docketed with



the Board of Commissioners because claimants withdrew their claims or because the evidence submitted did not contain enough information to establish a valid claim. Each file contains letters or other papers submitted as evidence. Arranged by file number.

INDEX TO CASE FILES FOR UNDOCKETED CLAIMS. n.d. 1 in. 27

An index on 3" x 5" cards, each showing the name of a person wishing to establish a claim, the number of the file containing the documents submitted as evidence of claim, and an indication that the claim was not docketed. Relates to records described in entry 26. Arranged alphabetically by name of person.

OPINIONS AND DECISIONS. June 6, 1849-Apr. 15, 1851. 3 vols. 6 in. 28

Final opinions rendered by the Board of Commissioners. Each opinion contains the Commissioners' decision regarding the validity of a claim and the reasons for arriving at such a decision. The amount of an award was left for future action of the Board (see entry 30). Arranged chronologically by date of opinion.

INDEX TO OPINIONS AND DECISIONS. n.d. 2 vols. 1 in. 29

An alphabetical name index to the opinions and decisions described in entry 28, giving names of claimants and page references.

AWARD BOOKS. 1849-51. 2 vols. 3 in. 30

Award books showing the amounts of compensation, with brief statements indicating that the facts presented in given cases constituted valid claims. Signed by the three Commissioners. Arranged chronologically. Volume 2 contains a name index.

LIST OF AWARDS. 1849-51. 1 vol. 1/2 in. 31

A list of awards made by the Board of Commissioners on claims, showing names of claimants and amounts awarded. Arranged alphabetically by name.

DOCKET. 1849-51. 1 vol. 2 in. 32

A docket of the claims filed with the Board of Commissioners giving the following information for each claim: docket number of claim, name of claimant, a brief statement of events giving rise to the claim, date claim was filed, dates when additional documents were filed, date and nature of the decision rendered, and, if allowed, the amount awarded. Arranged by docket number for the June and the November sessions. The volume contains an alphabetical index by name of claimant.

MISCELLANEOUS PAPERS ON CLAIMS. 1842-51. 2 in. 33

Synopses of certain claims of United States citizens against Mexico for losses or injuries allegedly committed against them by Mexican authorities; some correspondence relating to unsettled claims; two original



opinions of the Board, one of which concerns the expulsion cases; and other papers concerning certain claims and attorneys. Unarranged.

LIST OF PAPERS FILED WITH CLAIMS. n.d. 1 vol. 2 in. 34

A list of papers that were filed with the Board of Commissioners, most of which are now in the case files described in entry 24. This list, however, does not include all the contents in each case file, as more documents were added at a later date. Arranged alphabetically by name of claimant. A number has been assigned to each claimant and an index keyed to this number is described in entry 35.

INDEX TO PAPERS FILED WITH CLAIMS. n.d. 1 vol. 1 in. 35

An index to a list of papers that were filed with claims, described in entry 34. Arranged alphabetically by name of claimant.

"SECRETARY'S JOURNAL" AND LISTS OF PAPERS FILED WITH THE BOARD OF COMMISSIONERS. 1849. 3 vols. 4 in. 36

A journal kept by the Secretary of the Board of Commissioners listing in order of receipt documents relating to claims against Mexico that were received by the Board. Also present is a volume containing a list of memorials that were filed with the Board; and a volume labeled "Index to Minutes of the Proceedings" containing a list of papers on file with the Board of Commissioners on November 9, 1849.

LIST OF PAPERS FROM THE CONSULAR BUREAU. n.d. 1 vol. 1/2 in. 37

A list of documents that the Consular Bureau of the Department of State sent to the Board of Commissioners for use in adjudicating claims against Mexico. Documents are listed under the name of the claimant to whom they relate. Claimants' names are arranged alphabetically. Apparently some of these papers were later returned to the Consular Bureau.

LIST OF POSSIBLE CLAIMANTS. n.d. 2 in. 38

A list on 3" x 5" cards, showing names of individuals and ships that allegedly suffered losses or injuries on which claims against Mexico might be based. The nature of the loss or injury is described in some instances. Arranged alphabetically by name.

RECORDS OF THE COMMISSION, UNITED STATES AND MEXICO,  
CREATED UNDER THE CLAIMS CONVENTION OF JULY 4, 1868

On July 4, 1868, a convention was concluded between the United States and Mexico for the adjustment of all claims of the citizens of either country against the Government of the other that had arisen since the signing of the Treaty of Guadalupe Hidalgo, February 2, 1848. The convention provided for the submission of all claims to two Commissioners, one to be appointed by each Government. The two Commissioners were to name a third person as Umpire to decide those claims on which the two Commissioners could not reach an agreement.



An act of Congress approved April 7, 1869 (16 Stat.7), contained provisions for carrying the convention into effect. The Commission was organized at Washington on July 31, 1869. William Henry Wadsworth was appointed Commissioner for the United States, George G. Gaither was appointed Secretary (succeeded in 1870 by Randolph Coyle), and J. Hubley Ashton was appointed Agent and Counsel to represent United States interests. Mexico was represented first by Francisco G. Palacio as Commissioner (succeeded in 1872 by León Guzmán and in 1873 by Manuel María de Zamacona), J. Carlos Mexía as Secretary, and Caleb Cushing as Agent and Counsel to represent Mexican interests (succeeded in 1872 by Manuel Aspiroz and in 1873 by Eleuterio Avila). On June 10, 1870, the Commissioners offered William Cullen Bryant the office of Umpire, but he declined the offer. The position remained vacant until June 24, 1870, when Francis Lieber of New York City accepted it. He served until 1872, when he was succeeded by Edward Thornton.

Randolph Coyle, United States Secretary, and J. Carlos Mexía, Mexican Secretary, were the custodians of all documents and records of the Commission, and it was their duty to keep them systematically arranged. The Secretaries also had to furnish each Agent copies of pleadings, notices, and other papers filed with the Commission by the other Agent. Thus the United States Agent received from the United States Secretary copies of pleadings of Mexican claimants filed with the Commission by the Mexican Agent. The United States Agent also accumulated documents regarding United States claims against Mexico which he presented before the Commission. The duties of the Agent, who sometimes acted as Counsel also, are further explained under the heading "Records of the Agent of the United States," and the records he accumulated are described thereunder in entries 61-87.

The United States filed before the Commission a total of 1,017 claims, totaling \$470,126,613.40, of which 186 claims were awarded a total of \$4,125,622.20 and 831 were rejected. Mexico filed 998 claims totaling \$86,661,891.15, of which 167 claims were awarded a total of \$150,498.41 and 831 were rejected.

The Commission was to function for 2 1/2 years from the day of its first meeting, but it was extended by conventions between the United States and Mexico signed April 19, 1871, November 27, 1872, November 20, 1874, and April 29, 1876. The Commissioners adjourned on January 31, 1876. The Umpire, however, under the convention of April 29, 1876, was given additional time to decide the cases referred to him during the last days of the Commission. The Umpire completed his work on November 20, 1876. Records regarding payments to individual United States citizens, however, are dated as late as 1890 because Mexico paid the amount assessed against her in 14 yearly installments. When an installment was received the Department of State took the necessary steps to distribute the money to individual claimants.



MINUTES OF THE PROCEEDINGS. July 31, 1869-Nov. 20, 1876. 2 vols.

4 in.

39

A concise statement of the business transacted by the Commission during each meeting, with place, date, and names of members present. Arranged chronologically by date of meeting. Signed by both Secretaries. Contents are indexed in volume 2.

DRAFTS OF MINUTES OF THE PROCEEDINGS. Sept. 5, 1870-Mar. 7, 1876.

3 in.

40

Draft copies of minutes described in entry 39.

CASE FILES FOR UNITED STATES CLAIMANTS. 1869-76. 50 ft.

41

Case files for United States claimants against the Mexican Government. Each file contains documents submitted by the claimant as evidence of injury or property losses. The documents relate to such matters as proof of citizenship of claimant, nature of injury or loss of property involved, proof concerning ownership, and other details regarding the acts and incidents giving rise to claims and include memorials and initial statements of claim. Final opinions and decisions are usually filed separately (see entry 47). Each file usually contains an itemized list of the documents contained in it. (Similar lists are described in entry 44.) Case files are arranged by docket number. Documents within a case file are assigned a number and are arranged numerically within it.

MASTER INDEX TO CASE FILES FOR UNITED STATES CLAIMANTS. n.d. 2 ft. 42

A master index, on 3" x 5" cards, to case files for United States claimants against the Government of Mexico. Each card shows the name of the claimant, the docket number of the claim, and usually a brief statement regarding the nature of the claim. Arranged alphabetically by name of claimant. Relates to records described in entry 41. Similar to material described in entry 43.

INDEX TO CASE FILES FOR UNITED STATES CLAIMANTS. n.d. 2 vols.

1/4 in.

43

A two-volume index to case files for United States claimants.

Relates to records described in entry 41. Names are arranged alphabetically and docket numbers of claims are shown. One volume, labeled "Index to American Docket," gives notice docket number in addition to the claimant's name and docket number of claim. The notice docket number indicates the order in which the cases were scheduled to be heard by the Commission.

LISTS OF PAPERS IN CASE FILES FOR UNITED STATES CLAIMANTS. n.d.

3 vols. 6 in.

44

A listing of documents contained in each of the case files described in entry 41. Each document within a case file is identified by type, date, and document number. Arrangement is by docket number. A name index to this material is described in entry 45.



- INDEX TO UNITED STATES CLAIMANTS WHOSE PAPERS ARE LISTED. n.d. 1 vol.  
1/4 in. 45
- An index to claimants whose lists of papers are described in entry 44. Given are the names of claimants and docket numbers of claims. Arranged alphabetically by name of claimant.
- BRIEFS IN SUPPORT OF CLAIMS OF UNITED STATES CITIZENS. 1869-76.  
3 in. 46
- Mostly printed copies of briefs, but also written pleadings such as motions, arguments, and replies, addressed to the Commission by the United States Agent and Counsel in support of certain legal contentions advanced in behalf of the claimant. In some cases these were prepared to refute statements or motions presented by the opposition. Arranged by docket number, with some gaps.
- OPINIONS AND DECISIONS. 1870-76. 6 ft. 47
- Opinions rendered by the Mexican and United States Commissioners or, in case of conflict, the final opinions of the Umpire, on United States claims. Each opinion contains the Commissioners' or Umpire's decision regarding the validity of the claim, the reasons for arriving at such a decision, the amount of compensation, if any, due the claimant, and, if awarded, the date from which interest was to be computed. Arranged by docket number, with some gaps. Individual opinions are cross-referenced to the opinions described in entry 69.
- INDEX TO OPINIONS OF THE COMMISSION. n.d. 1 vol. 1 in. 48
- An index to opinions rendered by the Commissioners or by the Umpire, showing name of claimant, docket number of claim, name of Commissioner or Umpire rendering the final opinion, and volume and page number where the opinion can be found. Relates to opinions described in entries 47 and 69. Arranged alphabetically by name of claimant.
- DOCKET OF UNITED STATES CLAIMS ("AMERICAN DOCKET"). 1869-76. 1 vol.  
2 in. 49
- The docket of claims filed by United States claimants against the Government of Mexico, giving information on the progress of each claim from the time it was referred to the Commission until a final decision was rendered. The information includes the name of claimant, docket number of claim, nature of claim, date the claim was referred to the Commission, dates important documents were filed, and reference to the appropriate volume and page number where the final opinion and decision can be found. Opinions and decisions referred to are described in entry 69. Numbers written in red ink refer to notice docket numbers described in entry 50. Entries are arranged by docket number of claim.
- NOTICE DOCKET OF UNITED STATES CLAIMS. 1870-71. 2 vols. 3 in. 50
- The notice docket was designed to serve as a trial calendar indicating the order in which the cases would be presented to the Commission.



The information given for notice docket numbers 1-760 includes the name of claimant, docket number of claim, notice docket number, date claim was referred to Commission, dates certain documents were filed, and in some cases final disposition of claim. The notice docket book gradually fell into disuse and after notice docket number 760 the only information recorded is name of claimant, docket number, and notice docket number. Arranged by notice docket numbers, from 1 to 1027.

REPORT ON PROGRESS OF THE COMMISSION. Jan. 31, 1873. 4 in. 51

A report in tabular form prepared by Randolph Coyle, United States Secretary of the Commission, showing the claims that had been adjudicated by the Commission from its establishment to January 31, 1873, as well as those which still remained unadjudicated. The following information is given for decided claims: name of claimant, docket number, notice docket number, nature of claim, amount of claim, date and nature of decision, and amount awarded. The information given for undecided claims is similar except that the date and nature of decision and amount awarded are omitted. Arranged by docket number.

LIST OF UNITED STATES CLAIMANTS WHOSE DOCUMENTARY EVIDENCE WAS RECEIVED. n.d. 6 vols. 2 in. 52

A list of names of United States claimants whose documents were received by the United States Secretary of the Commission. Many of these documents were transmitted as enclosures in letters received by the Secretary, described in entry 55. Arranged alphabetically by name of the claimant to whom the records pertain.

LIST OF RECORDS RETURNED TO THE DEPARTMENT OF STATE. Dec. 30, 1876. 1/4 in. 53

A copy of the letter prepared by Randolph Coyle, United States Secretary of the Commission, which transmitted to the Secretary of State the records accumulated by the Commission. It enumerates the main series of records being returned and describes their arrangement and content. With the letter are papers concerning the necessity of preparing a memorial for each claim being submitted to the Commission. These papers were not formally filed with the Commission.

CORRESPONDENCE BETWEEN COMMISSIONERS WADSWORTH AND GUZMAN. July 12-22, 1872. 1 in. 54

Letters exchanged between Mexican Commissioner León Guzmán and United States Commissioner William H. Wadsworth regarding their disagreement over Indian depredation cases. These cases represented a group of Mexican claims against the United States Government, based on alleged raids and depredations in Mexico by Indians living in United States territory. In addition to the correspondence there are several other documents regarding the views of the Commissioners on the disposition of these cases. Documents in Spanish are accompanied by English translations. Arranged chronologically.



LETTERS RECEIVED BY THE UNITED STATES SECRETARY. Aug. 7, 1869-Dec. 7, 1876. 5 vols. 2 ft.

55

Letters received by Randolph Coyle, United States Secretary of the Commission, mostly from United States citizens inquiring about the proper procedure for filing claims and from claimants or their attorneys submitting additional evidence or inquiring about the progress and date of final settlement of their claim. Included also are letters received from the Department of State and from the Umpire. Arranged chronologically and indexed within each volume by name of correspondent. Answers to letters from the Department of State and the Umpire are described in entry 56. Answers to other letters are described in entry 64.

LETTERS SENT BY THE UNITED STATES SECRETARY. Aug. 11, 1869-Dec. 4, 1876. 3 vols. 6 in.

56

Copies of letters sent mostly to the Department of State, the Umpire, and other officials directly concerned with the work of the Commission. Many of these letters are answers to letters received from the Umpire and the Secretary of State, described in entry 55. Arranged chronologically and indexed within each volume by name of correspondent.

LETTERS SENT BY THE UNITED STATES SECRETARY AND THE AGENT OF THE UNITED STATES. Oct. 13, 1869-Dec. 12, 1876. 4 vols. 5 in.

57

Press copies of letters sent by the United States Secretary of the Commission and by the Agent of the United States. Most of these are answers to letters received, described in entries 55 and 65. Some are illegible. Arranged in chronological order. The three volumes after May 1870 are indexed within each volume by name of addressee.

ADMINISTRATIVE RECORDS. 1869-75. 5 in.

58

Papers relating for the most part to the rules and practices adopted by the Commission to carry on its work. Included are printed copies of the rules and orders, printed copies of form letters sent to claimants, copies of memoranda relating to the rules and practices of the Commission, applications for employment with the Commission, resignations, lists of claims, and motions by claimants or their attorneys requesting additional time for filing evidence with the Commission. Unarranged.

NOTICES OF FILING DEFENSIVE EVIDENCE. 1870-71. 1 in.

59

Form letters addressed to Randolph Coyle, United States Secretary of the Commission, by Caleb Cushing, Agent of Mexico, informing the Secretary that defensive evidence regarding the claims specified was being filed with the Commission. Claims are identified by name of claimant and docket number. Arranged by docket number.

ORDERS REFERRING CLAIMS TO THE UMPIRE. 1871-75. 2 in.

60

Printed form letters used for referring claims to the Umpire for final decision when the two Commissioners had failed to agree on a final settlement. Claims are identified by name of claimant and docket number. Arranged by docket number.



## Records of the Agency of the United States

In view of the traditional theory that the claims before an international commission are claims of one government against another, individual claimants or their attorneys have not been allowed to appear before a commission to present their claims. This has led to the appointment of a person, designated as agent, whose duty was to present before a commission all claims in behalf of his government and its citizens.

The duties of the Agent of the United States appointed under the claims convention of July 4, 1868, were to serve as counsel for the Government in all matters relating to claims, to prepare the claims of United States citizens, to present them before the Commission, and to prepare defensive arguments against the claims made by the Mexican government. The Agent was required to work closely with the United States Secretary of the Commission, the State Department, and individual claimants and their attorneys. In carrying out his duties, the Agent, J. Hubley Ashton, accumulated and produced a considerable quantity of records relating to claims of United States citizens against Mexico and to claims of Mexican citizens against the United States. Some of these records are duplicated in the Commission records. Most of the records of the Agency (the office of the Agent) are described below either as those relating to claims of United States citizens or as those relating to claims of Mexican citizens.

SUMMARY OF DECISIONS. July 6, 1870-Sept. 25, 1876. 1 vol. 2 in. 61

A tabular statement regarding final disposition of the claims of United States citizens against Mexico as well as the final disposition of claims of Mexican citizens against the United States. The following information is given: name of client, docket number of claim, date of decision, final disposition of claim, and, if claim was approved, amount of award. Arranged by date on which the decision was rendered.

REPORT OF THE AGENT OF THE UNITED STATES. Oct. 28, 1874. 1 vol. 1/2 in. 62

A printed copy of the report submitted to the Secretary of State by the Agent of the United States, describing the work accomplished by the Commission by October 28, 1874. It relates both to United States claims against Mexico and Mexican claims against the United States. The following information is given for each claim: name of claimant, docket number, nature of claim, time and place the claim arose, amount claimed, amount of award, if made, and whether the final disposition was made by the Commissioners or by the Umpire. Arranged by docket number. Indexed by name of claimant.

FINAL REPORT OF THE AGENT OF THE UNITED STATES. Jan. 29, 1877. 1 vol. 1 in. 63

A printed copy of a 103-page report submitted to the Secretary of



State by the Agent of the United States. The report was referred to the Committee on Foreign Relations and printed as Senate Executive Document No. 31, 44th Congress, 2d Session. It contains a schedule of all the claims presented to the Commission by citizens of the United States against Mexico as well as of all claims by citizens of Mexico against the United States. The following information is given for each claim: name of claimant, docket number of claim, nature of claim, time and place the claim arose, amount claimed, nature of final decision, whether decided by the Commissioners or by the Umpire, and amount of money awarded. Arranged by docket number. Indexed by name of claimant.

#### Records Relating to United States Claimants

LETTERS SENT BY THE AGENT OF THE UNITED STATES. Oct. 13, 1869-  
Dec. 9, 1876. 2 vols. 3 in. 64

Copies of letters written mostly by the Agent of the United States. Many of these communications are answers to the "letters received", described in entry 65, and contain information regarding submission of evidence and the progress being made on specified claims. Some are addressed to the Department of State. Arranged chronologically. Indexed by name of recipient.

LETTERS RECEIVED BY THE AGENT OF THE UNITED STATES. July 7-Aug. 9, 1866; June 28, 1869-Dec. 6, 1876. 3 vols. 1 ft. 65

Letters received by the Agent of the United States from claimants or their attorneys requesting information about particular claims, submitting additional evidence in support of their claims, or inquiring about final decisions and other details regarding the progress being made in reaching a final settlement. Included are some letters received by the Department of State before June 28, 1869. Arranged chronologically. Indexed within each volume by name of correspondent. Answers to some of these letters may be found in the records described in entries 57 and 64.

UNCLAIMED LETTERS TO CLAIMANTS. 1870. 1 in. 66

Letters sent to claimants by the Agent that were returned. Most of the letters transmit printed copies of Circular 3 to United States citizens whose claims were on file with the Commission but who had yet to file memorials and other necessary evidence. Claims are identified by name of claimant and docket number. Arranged by docket number.

MEMORIALS OF UNITED STATES CLAIMANTS. 1869-76. 3 vols. 1 ft. 67

Printed copies of memorials of United States citizens filing claims against Mexico. Each memorial gives a succinct statement regarding the nature and amount of the claim, the time and place the claim arose, and the citizenship of the claimant. Arranged by docket number. If a memorial was not prepared for a claim, a note to that effect is in the proper place in the volume. Spanish translations of these memorials are described in entry 68.



TRANSLATIONS OF MEMORIALS OF UNITED STATES CLAIMANTS. 1869-76.

1 ft.

68

Printed Spanish translations of the memorials described in entry 67. Arranged by docket number, with some gaps.

CERTIFIED COPIES OF OPINIONS. July 6, 1870-Nov. 20, 1876. 10 vols.

2 ft.

69

Certified copies of opinions, including decisions, rendered by the Commissioners or the Umpire concerning the validity of United States and Mexican claims. Arranged chronologically. Three of the volumes of opinions are designated A, B, and C, and are indexed within each volume; the other volumes are numbered from 1 to 7. These opinions duplicate those described in entries 47, 82, and 83.

SUBJECT LIST OF UNITED STATES CLAIMS. Oct. 1, 1873. 1 vol. 1 in. 70

A list of claims of United States citizens against Mexico, arranged under 12 headings, as follows: (1) claims for acts of the Imperial Government; (2) claims for acts of the Government under the "Plan of Tacubaya"; (3) claims for acts before February 2, 1848, and after January 1, 1869; (4) claims growing out of contracts; (5) claims for goods taken at the action of Santa Gertrudis; (6) claims for the sacking of Bagdad; (7) claims growing out of the violation of section 3 of article 19 of the Treaty of Guadalupe Hidalgo; (8) claims for drafts made by Manuel Doblado, Secretary of State of Mexico, upon the United States Treasury in the event the treaty made with M. Corwin in 1862 went into effect; (9) claims growing out of the siege of Matamoros, November 1861 to February 1862; (10) claims growing out of seizures and overcharged duties; (11) claims for personal outrages; and (12) claims for damage to property by civil and military authorities. Under each of these headings are given the claimant's name, docket number of claim, and a brief statement about the incident giving rise to the claim. There is an index by kind of claim as well as an alphabetical index by name of claimant.

UNITED STATES CLAIMS NOT FILED WITH THE COMMISSION. ca. 1870-72.

3 in.

71

Memorials, depositions, correspondence, and other documents accumulated as evidence by the United States Agent in behalf of United States citizens wanting to file claims against the Mexican Government. Most of this material pertains to the claims of Francis F. Dana and George Lewis. Presumably the records remained in the custody of the Agent because they were received after the time limit for filing claims with the Commission.

CLAIMS PAPERS RECEIVED BY THE DEPARTMENT OF STATE. ca. 1850-79.

3 in.

72

Mostly copies of letters but also other documents received by the Department of State from United States citizens or their attorneys or from Senators and consuls regarding alleged incidents, injuries, or losses affecting citizens of the United States that might be grounds for



claims against the Government of Mexico. Presumably these records were kept on file by the Department of State until the Claims Commission was organized and were then turned over to the Agent of the United States. Some of this material was not used. Arranged in part alphabetically by name of claimant or place where claim arose; the rest is unarranged.

LISTS OF STATE DEPARTMENT PAPERS REGARDING CLAIMS. 1848-69. 2 in. 73

Several lists of papers that were in the files of the Department of State and contained information regarding claims of United States citizens against the Government of Mexico. The largest of these lists consists of 36 pages and gives the following information for each document listed: name of writer, date written, name of claimant, nature of claim, and amount claimed, if any. There is also a space for "remarks" applicable to each claim. Arranged chronologically. Other lists titled "List of Papers on File in the Diplomatic Bureau" and "Consular List" give names of the embassy or consulate that had submitted information. Most of the listed documents presumably became part of the case files for the claims to which they pertained.

RECEIPTS FOR PAYMENTS TO CLAIMANTS ("MEXICAN INDEMNITY RECEIPTS").  
1878-90. 14 vols. 2 ft. 74

The Department of State received from the government of Mexico amounts of money in 14 annual installments from which United States claimants were paid. These volumes, one for each installment, contain the receipts from United States claimants for money received from the Secretary of State as payment for the awards made by the Commission. Receipts identify claimant by name and docket number, indicate the amount of money received and number and date of check, and are signed by the claimant or his attorney. Arranged chronologically within each volume.

RECORD OF PAYMENTS TO CLAIMANTS. 1878-90. 1 vol. 2 in. 75

A record of money paid by the Department of State to individual United States claimants on awards made by the Commission. The following information is given for each claimant: name of claimant, docket number of claim, name of person having power of attorney, amount of money awarded, amount paid in yearly installments, and usually the total amount paid. Arranged by docket number.

Records Relating to Mexican Claimants

MEMORIALS OF MEXICAN CLAIMANTS. 1869-76. 3 vols. 6 in. 76

Printed copies of memorials of Mexican citizens filing claims against the Government of the United States. Memorials are grouped by class of claim, such as Indian depredations, cattle claims, Bagdad claims, or William Walker invasion claims, and under these classifications memorials are arranged by notice docket number. Each memorial contains a brief statement of the origin and nature of the claims, the time and place the



claim arose, and amount claimed. Arranged by class of claim and thereunder by notice docket number.

INDEX TO MEXICAN MEMORIALS. 1869-76. 1/4 in. 77

A name index to Mexican memorials described in entry 76, giving names of claimants and volumes and page numbers where memorials can be found. Arranged alphabetically by name of claimant.

NOTICES FROM THE MEXICAN SECRETARY. Sept. 21, 1870-Jan. 30, 1871. 4 in. 78

Printed notices in Spanish from the Mexican Secretary to the Agent of the United States, informing him that the claims specified in the notices were being filed with the Commission. The claims are identified by name of claimant, docket number, and date filed with the Commission. Arranged chronologically.

DEFENSIVE ARGUMENTS OF THE AGENT OF THE UNITED STATES. 1870-75.

2 vols. and loose papers. 6 in. 79

Copies of the defensive arguments, depositions, and other evidence obtained and filed with the Commission by the Agent of the United States. Usually these consist of answers to allegations made by the Mexican Government in presenting the claims of its citizens against the Government of the United States. The arguments and evidence relating to claims arising from the Walker expedition, the Bagdad, Piedras Negras, and Villa Aldama incidents, and the cattle claims are printed and bound in two volumes. Other material is unbound and includes several copies of defensive arguments of the Mexican Agent. Presumably the originals of these arguments are found with the case files of Mexican claimants. Printed materials are arranged by class of claim; the unbound material is arranged by docket number of claim.

INDEX TO DEPOSITIONS FOR DEFENSE OF CATTLE CLAIMS. n.d. 1 vol. 1/2 in. 80

An index to depositions and affidavits obtained for use in refuting allegations made by Mexican citizens presenting claims for cattle losses against the United States. These depositions were printed in the volumes containing defensive arguments submitted by the Agent of the United States, described in entry 79. Specifically the index relates to the material beginning with page 153 (pagination in red ink) of the volume labeled "Arguments and Evidence for the United States, Cattle Claims." The index gives the name of claimant, docket number, date of incident giving rise to claim, place where incident occurred, amount claimed, names of persons from which the depositions or affidavits were obtained, and page number where deposition is printed. Arranged by docket number.

INDEX TO MEXICAN CLAIMS AGAINST THE UNITED STATES. 1869-76. 1 vol. 1/4 in. 81

An index to Mexican claims against the United States. Given are name



of claimant, docket number, and notice docket number of claim. Arranged alphabetically by name of claimant.

OPINIONS REGARDING THE FINAL DISPOSITION OF CLAIMS OF MEXICAN CITIZENS.

n.d. 6 in.

82

Copies of opinions rendered by the Commissioners or the Umpire containing their decisions regarding the validity of claims of Mexican citizens. This set was maintained by the Agent of the United States. Many of the opinions are English translations of opinions of the Mexican Commissioner. Many are duplicates of those described in entries 69 and 83. Arranged by Mexican docket number, with many gaps.

OPINIONS OF THE MEXICAN COMMISSIONER. ca. 1870-72. 1 in.

83

Copies of opinions rendered by Francisco G. Palacio, Mexican Commissioner, on claims of Mexican citizens. Each opinion usually contains the Commissioner's decision regarding the validity of the claim, reasons for arriving at such a decision, and the amount of compensation, if any, due the claimant. Included are opinions on claims based on injuries and losses allegedly suffered by Mexican citizens as a result of military activities of the United States during the Civil War. Cross-referenced to main series of opinions described in entry 69. Arranged by Mexican docket number.

DOCKET OF MEXICAN CLAIMS ("MEXICAN DOCKET"). 1869-76. 1 vol. 2 in. 84

A docket of claims filed by Mexican citizens against the Government of the United States containing information about the progress of each claim from the time it was referred to the Commission until a final decision was rendered. Arranged by Mexican docket number, with a few gaps. The information given includes the name of claimant, docket number of claim, notice docket number written in red ink, date claim was referred to the Commission, dates certain documents were filed, and final disposition of claim. Reference is made to the volume and page number where the final decision can be found. Decisions referred to are described in entry 69.

TRANSLATION OF DOCKET OF MEXICAN CLAIMS. n.d. 1 vol. 2 in.

85

A list of claims of Mexican citizens against the United States giving claimant's name, docket number of claim, notice docket number in red ink, a concise statement about the nature of the claim and the incidents which gave rise to it, amount claimed, and date claims papers were received from the Mexican legation. This seems to be an English translation of the Mexican docket book of claims against the United States kept by the Mexican Secretary. Arranged by docket number.

LISTS OF MEXICAN CLAIMS AGAINST THE UNITED STATES. n.d. 6 vols.

6 in.

86

Lists of claims of Mexican citizens filed against the United States



Government showing the following information for each claim: name of claimant, amount claimed, docket number of claim, notice docket number, and the name, age, and occupation of persons who figured prominently in the claim. The different classes of claims are arranged in separate volumes. There are volumes for the Villa Aldama, Bagdad, Piedras Negras, and Indian depredations claims. Within each volume the arrangement is numerical by notice docket number, usually written in red ink. These lists can be utilized as an index to locate memorials of Mexican claimants described in entry 76.

UNUSED EVIDENCE OF THE AGENT OF THE UNITED STATES. 1869-75. 2 in. 87

Mostly unused evidence, but also other records gathered by the Agent of the United States in order to defend the interest of the United States against the claims of Mexican citizens. Consists of letters and affidavits received from the War Department, letters from consuls, and reports from the Treasury Department submitted in response to requests for information regarding incidents that gave rise to claims by citizens of Mexico. The War Department furnished information on incidents involving military personnel or occurring in areas controlled by military personnel. Included also are draft copies of letters prepared by the Agent of the United States, a draft copy of the rules of the Commission, and a copy of the report on Indian depredations claims submitted to the Mexican Secretary of Foreign Relations by Commissioner Guzmán.

RECORDS OF THE UNITED STATES COMMISSION TO TEXAS, ESTABLISHED  
BY A JOINT RESOLUTION OF CONGRESS OF MAY 7, 1872

On May 7, 1872, a joint resolution (17 Stat. 395) was approved by Congress authorizing the President of the United States to appoint three persons to act as Commissioners to inquire into the extent and character of depredations by bands of Indians and Mexicans who crossed the Rio Grande to commit acts endangering the property, lives, and liberty of the citizens of Texas. The Commissioners were ordered to proceed to the frontier areas and take testimony, under oath, of such witnesses as might appear before them. Reports regarding the work accomplished and the evidence collected were to be made periodically.

The Commission was organized in New Orleans on July 4, 1872. The Commissioners were Fabius J. Mead, Richard H. Savage, and Thomas P. Robb, Chairman. This Commission is often referred to as the Robb Commission. It functioned, with some recesses, from July 4, 1872, to June 30, 1873. During this period it received 423 petitions and 1,090 depositions. Additional depositions and petitions were received after the Commission expired. Most of the records of the Commission are bound in 20 numbered volumes and a few unnumbered ones. The amount of losses and injuries, according to the findings of the Commission, totaled \$48,496,235.25. The final report of the Commission was submitted on June 30, 1873.



PROCEEDINGS. July 4-Oct. 14, 1872; Jan. 25-June 30, 1873. 2 vols.

3 in.

88

A record of the oral hearings taken during the public sessions held by the Commission. Oral testimony, including the questions of the Commissioners and the answers of the witnesses, was put into writing and is interspersed with several depositions presented during the hearings and some correspondence. The proceedings of the 1873 session are less detailed than those of the 1872 session and consist mostly of brief statements of the business transacted during particular meetings. The date, the location, and names of Commissioners present are given for each meeting. Meetings were held in New Orleans, Brownsville, Corpus Christi, Laredo, San Antonio, Eagle Pass, and other places. Proceedings for the 1872 session are in volume 9; proceedings for the 1873 session are in volume 19. Arranged chronologically.

REPORTS OF THE COMMISSION. Dec. 10, 1872; June 30, 1873. 3 vols.

3 in.

89

Detailed reports submitted to the Secretary of State by the Commissioners regarding the work accomplished by them during the 1872 and 1873 sessions. The report of June 30, 1873, recapitulates the work accomplished by the Commission during both sessions. Arranged chronologically.

PETITIONS FILED WITH THE COMMISSION. 1872-73. 4 vols. 1 ft.

90

According to the rules of procedure adopted by the Commission, every case had to be stated in a petition addressed to the United States Commission to Texas. Each petition filed contains the name of the claimant, present address, address at time of alleged injury or loss, a brief statement regarding the time, place, and nature of the incident from which the claim arose, the kind and amount of injury or loss suffered, and the name and place of residence of the party responsible for the resultant injury or loss. Petitions were numbered in the order in which they were received and oral hearings were held in that order. Arranged by petition number. Assembled in volumes 3-6. An index by name is described in entry 92.

PETITIONS NOT ACTED UPON. n.d. 4 vols. 9 in.

91

Petitions similar to those described in entry 90, but which were not acted upon because they were presented after the Commission expired. Most petitions are accompanied by supporting depositions. Assembled in volumes 7, 8, 13, and 20. Arranged alphabetically by name of petitioner in volumes 7, 8, and 20. Arranged by number of petition in volume 13. A name index is described in entry 92.

INDEX TO PETITIONS. n.d. 1 vol. 1 in.

92

An index to petitions presented before the Commission. Each entry gives the name of petitioner, number of petition, volume in which petition can be found, and amount of loss claimed. Arranged alphabetically by name of petitioner. Relates to records described in entries 90 and 91.



LIST OF PETITIONS. 1872-73. 1 vol. 1/2 in. 93

A list of petitions filed with the Commission. Each entry indicates the name of the person to whom the petition relates, the number assigned the petition, the depositions that were presented in its support, and the volume containing the petition. The location of the supporting deposition is also indicated. Arranged by petition number. This volume also contains the list of depositions described in entry 96.

DEPOSITIONS FILED WITH THE COMMISSION. 1872-73. 6 vols. 1 ft. 94

Depositions presented to the Commission in support of claims made in specified petitions. Each deposition usually contains the following information: name of deponent; number of deposition; number of petition in support of which the deposition was presented; age, residence, and occupation of deponent; and a brief statement substantiating the claim made in specified petition. Depositions are arranged numerically in volumes 9-11. Other depositions, some presented after the Commission expired, are in volumes 12 and 20 and in an unnumbered volume. An alphabetical name index is described in entry 95. A numerical list of depositions is described in entry 96.

INDEX TO DEPOSITIONS. n.d. 1/4 in. 95

An index to depositions presented before the Commission, giving the name of the deponent and the number of the deposition. Arranged alphabetically by name of deponent. Relates to records described in entry 94.

LIST OF DEPOSITIONS. 1872-73. 1 vol. 1/2 in. 96

A list of depositions, giving name and address of witness and number of petition supported by the particular deposition. Arranged by deposition number. Relates to records described in entry 94. This volume also contains the list of petitions described in entry 93.

MISCELLANEOUS RECORDS. 1872-73. 4 vols. 8 in. 97

Miscellaneous records accumulated by the Commission in accomplishing its factfinding duties. Included are newspaper clippings; certificates of marks and brands used on livestock by various individuals; copies of newspapers including La Voz Pública; copies of letters from military and consular officials regarding the general situation along the Texas-Mexican border; statements regarding Indian depredations; and reports of county grand juries. Assembled in volumes 14-17. Much of this material is listed on pages 103-111 in the volume described in entry 98.

LIST OF COMMISSION RECORDS ("INDEX"). n.d. 1 vol. 1 in. 98

A list of the Commission's records that is arranged in four parts as follows: (1) list of titles of bound volumes 1-20; (2) alphabetical list of petitioners showing petition number for each, the volume in which it is bound, attached documents, and supporting documents; (3) numerical list of depositions showing for each the name of the deponent, the volume in which the deposition is bound, and the petition to which it



relates; and (4) list of miscellaneous documents bound in volumes 14 and 17 of the records described in entry 97.

SUMMARY OF WORK OF 1873 SESSION OF THE COMMISSION ("INDEX BOOK AND RECORD OF EVIDENCE AND PETITIONS TAKEN BEFORE THE UNITED STATES COMMISSION TO TEXAS, 1873"). 1873. 1 vol. 1 in. 99

A record of the work accomplished by the 1873 session of the Commission that includes lists of the petitions, depositions, and other documentary evidence collected by the Commission during its last session. Much of the information is repeated in the report of the Commission described in entry 89.

RECORDS OF THE GENERAL CLAIMS COMMISSION, UNITED STATES AND MEXICO,  
CREATED UNDER THE CLAIMS CONVENTION OF SEPTEMBER 8, 1923

The General Claims Commission was created under a convention signed September 8, 1923, to settle all claims between the United States and Mexico arising after July 4, 1868, except those growing out of the revolution in Mexico, 1910-20. In accordance with the provisions of the convention a three-man commission was established composed of a citizen of the United States, a citizen of Mexico, and a citizen of a neutral country. The three Commissioners were: J. R. Baker (succeeded by Nathan L. Miller, Edwin B. Parker, and Fred Kenelm Nielsen) of the United States; Género Fernández MacGregor of Mexico; and C. Van Vollenhoven of the Netherlands (succeeded by Kristian Sindballe of Denmark and Horacio F. Alfaro of Panama). The Commission functioned from 1924 to 1931, with numerous interruptions. In 1931, when activities were suspended, 3,617 claims had been filed with the Commission, 54 claims had been disallowed, and 94 claims had been allowed for a total amounting to \$4,646,926.59.

Work was resumed under an agreement of April 24, 1934, with two Commissioners only and under new procedural methods. The provision for a neutral Commissioner was eliminated. United States Commissioner Oscar W. Underwood and Mexican Commissioner Benito Flores were instructed to appraise separately all claims not yet disposed of and to get together in an attempt to reconcile any differences between them regarding final disposition. A period of 3 years was allowed for this work. In 1937, when the Commissioners filed their report, it was found that they had agreed on the final disposition of only a small number of claims. Little was accomplished by the two Governments toward effecting a final settlement until November 19, 1941, when the United States accepted \$40 million as full payment. Individual United States claimants were to receive their awards later from a domestic claims commission known as the American-Mexican Claims Commission. The records of the American-Mexican Claims Commission are not in the National Archives. The interests of the United States before the General Claims Commission and the Special Claims Commission (entries 114-125) were represented by one Agent whose office,



the Agency, created and accumulated records pertaining to the Commissions. These records are described in entries 125-185.

MINUTES. Aug. 30, 1924-June 9, 1931. 1 vol. 4 in. 100

The official minutes of the meetings of the nine sessions held by the General Claims Commission. The sixth and eighth sessions were held in Mexico City, and the others in Washington, D. C. The minutes contain the date and place where each meeting was held, the names of members present, a brief summary of the arguments on claims and other important matters, and the time and place where the next meeting was to be held. The minutes are signed by the three Commissioners and countersigned by the Secretaries. Included are copies of the credentials of members and officers of the Commission. Arranged chronologically by session and thereunder by meeting.

ORDERS. Sept. 4, 1924-June 5, 1931. 1 vol. 2 in. 101

Orders of the Commission containing rules of procedure under which the Commission functioned, rules regarding the kinds of records the Commission was required to keep, interpretations of certain rules, and changes and amendments to the rules; also administrative orders issued by the Commission. Signed by both the Mexican and the United States Secretaries. Arranged chronologically and numbered consecutively.

NOTICES FROM THE AGENCY OF THE UNITED STATES. May 13, 1925-July 9, 1931. 1 vol. 2 in. 102

Notices received by the General Claims Commission from the Agency expressing its readiness and willingness to present before the Commission or to withdraw from it the claims specified in the notification. Included is the trial calendar, which established the order in which cases were to be heard by the Commission. Arranged chronologically and numbered consecutively.

OPINIONS AND DECISIONS. Feb. 4, 1926-July 31, 1931. 2 vols. 1 ft. 103

Opinions and decisions (Nos. 1-179) rendered by the Commission. Each opinion includes the Commission's decision regarding the validity of the claim, the reasons for arriving at such a decision, and the amount of the award, if any, due the claimant. In claims where a member of the Commission dissented, the dissenting report is included. Signed by at least two members of the Commission and countersigned by both Secretaries. Arranged by docket number within each volume.

DOCKET. 1925-37. 4 vols. 2 ft. 104

The docket of the Commission in which is recorded the following information regarding each docketed claim: name and address of claimant, docket number of claim, amount claimed, date on which claim arose, nature of claim, date on which claim was filed with the Commission, and nature and date of each letter or other document sent or received by the Commission in connection with each claim. Arranged by docket number.



INDEX TO CLAIMS. 1924-31. 1 vol. 2 in. 105

A name index to claims filed with the General Claims Commission. Arranged alphabetically. This volume also contains a list of claims withdrawn, a list of claims filed only with a memorandum, and a list of claims filed with a memorial.

DOCKET OF CLAIMS SETTLED BY THE COMMISSION. 1924-31. 1 vol. 2 in. 106

A docket of the General Claims Commission in which is recorded the following information regarding claims that have been settled: name of claimant, date and place where claim arose, nature of claim, amount claimed, docket number, nature and dates of all letters and other papers sent or received by the Commission in connection with the claim, and final disposition of claim--whether it was allowed, disallowed, or withdrawn. For allowed claims the amount awarded is indicated. Arranged by docket number.

APPRAISALS OF CLAIMS BY COMMISSIONER UNDERWOOD. 1935-37. 2 ft. 107

Appraisals of claims that had not been disposed of by the General Claims Commission up to 1931, prepared by Commissioner Underwood as authorized under the agreement of April 24, 1934. The merits of each claim are reviewed and evaluated, and on the basis of the appraisal a recommendation is made for allowing or rejecting each claim. For claims allowed the amount of the award is indicated. Arranged by docket number, with gaps.

COPIES OF APPRAISALS OF CLAIMS BY COMMISSIONER UNDERWOOD. 1935-37. 2 ft. 108

Carbon copies of the appraisals of claims described in entry 107. This set seems to be more nearly complete than the set of originals. Arranged by docket number, with gaps.

NARRATIVE REPORTS OF UNDERWOOD-FLORES MEETINGS. Apr. 3, 1936-Mar. 19, 1937. 6 in. 109

Narrative reports, with a draft copy of each, on the meetings held between United States Commissioner Underwood and Mexican Commissioner Flores, prepared by Underwood. The purpose of these meetings, as set forth in the agreement of April 24, 1934, was to discuss the merits of and to arrive at a settlement of specific cases that each Commissioner had appraised separately. Typed, with marginal notes. Arranged chronologically.

LIST OF APPRAISALS BY COMMISSIONER UNDERWOOD. n.d. 1/4 in. 110

A list of the claims appraised by Commissioner Underwood, which are described in entries 107 and 108. This list gives the docket number of claim, the corresponding Agency number, and the name of the claimant, and it indicates whether the claim was allowed or disallowed. Arranged by docket number.



ALPHABETICAL SUBJECT FILE. 1924-31. 4 ft.

111

Copies of letters sent by the Commissioners and Secretaries; letters received from the United States and the Mexican Agencies; copies of credentials of Commission personnel; copies of rules and amendments to the rules, reports, and memoranda; copies of minutes, decisions, and orders issued by the Commission; letters received regarding applications for employment; press releases; and related material pertaining to the activities of the Commission. Arranged alphabetically by subject.

NUMERICAL SUBJECT FILE. 1934-37. 1 ft.

112

Letters received, copies of letters sent, and a few documents pertaining to the activities of the Commission similar to those described in entry 111, but for a later date. Arranged under a numerical classification system from 000 to 600.

BIOGRAPHICAL SKETCHES OF COMMISSION PERSONNEL. 1924-26. 1/4 in.

113

Biographical sketches of United States and Mexican Commissioners, Agents, and other personnel connected with the work of the Commission. The information given usually includes date and place of birth, education and professional attainments, and marital status. Arranged alphabetically.

RECORDS OF THE SPECIAL CLAIMS COMMISSION, UNITED STATES AND MEXICO,  
CREATED UNDER THE CLAIMS CONVENTION OF SEPTEMBER 10, 1923

The Special Claims Commission was established by a convention signed by Mexico and the United States on September 10, 1923, for the purpose of adjudicating claims arising from injuries and losses sustained by United States citizens during the period from November 20, 1910, to May 31, 1920, as a result of the revolution in Mexico. In accordance with the provisions of this convention a three-man commission was established composed of a citizen of the United States, a citizen of Mexico, and a citizen of a neutral country. The Commissioners were as follows: Ernest B. Perry, succeeded by Fred K. Nielsen in 1931, from the United States; Fernando Gonzales Roa from Mexico; and Rodrigo Octavio of Brazil, neutral chairman, succeeded in 1928 by Kristian Sindballe of Denmark, and in 1931 by Horacio F. Alfaro of Panama. The Commission functioned from 1924 to 1931 but was not in continuous session. During this 8-year period 3,176 claims were filed, 18 were disallowed, and none were allowed. In 1931 activities of the Commission were suspended.

No further progress was made by the two Governments in disposing of the huge mass of unsettled claims until April 24, 1934. On this date the United States agreed to settle for the payment of a lump sum of money, which was to be computed on the basis of amounts awarded on the same class of claims to the Governments of Belgium, France, Germany, Great Britain, Italy, and Spain. The exact amount of this liability was to be computed by a Joint Committee composed of one representative of each government, whose decision was to be accepted as final. The United



States representative on the Joint Committee was Edgar Turlington, and the Mexican representative was Manuel J. Sierra. The conclusion reached by the two representatives was that \$5,448,020.14 should be paid by Mexico to the United States. Individual United States claimants were to receive their awards later from a domestic claims commission known as the Special Mexican Claims Commission (see entries 186-203). The interests of the United States before the General Claims Commission (entries 100-113) and the Special Claims Commission were represented by one Agent whose office, the Agency, created and accumulated records pertaining to the Commissions. These records are described in entries 125-185.

MINUTES. Aug. 18, 1924-Apr. 24, 1931. 2 vols. 2 in. 114

Official minutes of the 49 meetings of the Commission during its four sessions, all of which were held in Mexico City. The information in the minutes is similar to that described in entry 100, but copies of credentials are not included. Arranged chronologically by session and thereunder by meeting.

ORDERS. Aug. 22, 1924-Mar. 16, 1931. 1 vol. 1 in. 115

Orders of the Commission containing rules of procedure, amendments to these rules, orders regarding adjournment, and requests for the withdrawal of certain claims. Only seven orders were issued by this Commission. Arranged numerically.

NOTICES FROM THE AGENCY OF THE UNITED STATES. Dec. 14, 1925-May 13, 1931. 1 vol. 3 in. 116

Notices to the Special Claims Commission from the Agency informing that body that the United States was ready to submit certain cases to it. Also included are statements regarding copies of any documents that may have been transmitted with the notices. Arranged chronologically.

OPINIONS AND DECISIONS. Apr. 26, 1926-Apr. 24, 1931. 1 vol. 2 in. 117

The official opinions and decisions rendered by the Special Claims Commission. Each opinion sets forth the grounds on which the decision is based. In decisions where a member of the Commission dissents, the dissenting opinion is included. Opinions were signed by at least two members of the Commission and countersigned by the two Secretaries. Arranged by decision number.

DOCKET. 1926-31. 4 vols. 2 ft. 118

The docket of the Special Claims Commission in which are recorded for each claim the name and address of claimant, date the claim arose, nature and amount of claim, docket number, and nature and dates of all letters and other documents sent or received by the Commission in connection with the claim. Arranged numerically.



CASE FILES FOR UNITED STATES CLAIMANTS. 1925-31. 46 ft. 119

Copies of memoranda, memorials, answers, replies, briefs, and other pleadings filed by the Agency of the United States with the Special Claims Commission in behalf of United States claimants. Arranged by docket number. These records are duplicated in part by the material described in entries 189 and 191.

REGISTERS OF UNITED STATES CLAIMS. 1925-31. 3 vols. 6 in. 120

Lists of claims filed with the Special Claims Commission, most of which show the following information about each claim: docket and corresponding Agency number, name of claimant, nature and amount of claim, and date of filing memorial, if any. One volume is labeled "Index to Memorials." Arranged by docket number.

OFFICE FILE OF THE UNITED STATES SECRETARY. 1924-31. 3 ft. 121

An office file kept by the United States Secretary of the Special Claims Commission, consisting mostly of correspondence on claims matters, internal administrative activities, and expenditures. Arranged alphabetically by subject.

LETTERS SENT BY THE UNITED STATES SECRETARY. Mar. 9, 1925-Dec. 30, 1930. 3 in. 122

Copies of letters sent by the United States Secretary of the Special Claims Commission to the Agency of the United States transmitting or acknowledging receipt of specified documents. Arranged chronologically.

RECORDS OF EDGAR TURLINGTON OF THE JOINT COMMITTEE. 1934-35. 8 in. 123

Records kept by Edgar Turlington while serving, together with Manuel J. Sierra of Mexico, as member of the Joint Committee which, under the agreement of April 24, 1934, was authorized to determine the exact amount that the Mexican Government was to pay the United States Government for adjudication of all Special claims. The records consist mostly of correspondence, memoranda, and reports. Arranged alphabetically by topic. Papers on individual claims are arranged by docket number.

JOINT COMMITTEE REPORT. June 27, 1935. 1 in. 124

A copy of the Joint Committee report announcing the amount Mexico would pay to the United States as full payment of all United States claims filed with the Special Claims Commission. Appended to this report is the list of Special Claims that were examined by the Joint Committee, arranged by docket number.

#### Records of the Agency of the United States

Article III of the convention of September 8, 1923, and article IV of the convention of September 10, 1923, between the United States and Mexico provided that each Government could appoint agents and counsel who would have the authority to present to the General and the Special Claims



Commissions arguments for or against any claim. This provision led to the establishment of the Agency of the United States (usually referred to as the American Agency or the United States Agency) whose duty was to present and defend all claims before these international claims commissions. Each claim filed with the Agency by a citizen of the United States was assigned an Agency number in order of date of receipt. Afterwards, when the claim was presented by the Agency to either the General Claims Commission or the Special Claims Commission, it was assigned a docket number by one of the two Commissions, also in order of date of receipt. Thus most claims bear two numbers. "Agency" numbers run from 1 through 6605, "General" numbers from 1 through 3617, and "Special" numbers from 1 through 3175. The Agency of the United States organized a Research and Information Section to aid the legal staff in gathering all possible information and evidence.

Henry W. Anderson was designated as the Agent of the United States when these Claims Commissions were first organized, and he held this position until his resignation on June 30, 1926. J. Reuben Clark, Jr., served in the position from July to September 1926 and was succeeded by Clement L. Bouvé, who served until 1931. Claims work was suspended from 1931 to 1934. In 1934, when work on claims was resumed, the Agency was revived and Bert L. Hunt was designated as the Agent. Departmental Order No. 596, dated July 2, 1934, placed the Agency under the supervision of Assistant Secretaries of State Wilbur J. Carr and R. Walton Moore and Legal Adviser Green H. Hackworth. This three-man group is often referred to as "The Mexican Claims Committee."

Some of the series of records of the Agency, as well as of the General and Special Claims Commissions, are not complete, clear cut, or well arranged. These faults may be explained by the peculiar nature of the administrative history of the Commissions and other entities which produced and accumulated the records. For example, the Commissions were not in continuous session during their existence. Frequent periods of inactivity and changes in organization and in methods of procedure were not conducive to the maintenance of well-defined and clear-cut series of records. New series of records came into existence after changes were made in organization and procedures. Often a new series would absorb a part of the records of an earlier series, leaving the old series incomplete.

CASE FILES FOR UNITED STATES CLAIMANTS. 1924-36. 360 ft.

125

Case files containing the work papers relating to United States claims filed with the General and Special Claims Commissions. Each folder contains some or all of the following papers: a memorandum of claim, a statement by the Agency of the United States regarding the facts of the case, memorials, annexes to memorials, briefs, and other papers filed by the Agency with one of the Commissions; correspondence of the Agency with claimants and their attorneys; and notes of the Agency



regarding claims and documents submitted by claimants in support of their claims. Many of the key documents are also found in the case files described in entries 119, 189, and 191. Arranged by Agency number.

MASTER LIST OF UNITED STATES CLAIMS. n.d. 30 ft. 126

A list on 8" x 10" cards, showing for each claimant his name and address, nature of claim, General or Special docket number and Agency number of claim, amount claimed, and cross-references to file numbers of State Department papers relating to the claim. Arranged alphabetically by name of claimant. Listed on the backs of some of the cards are the names of relatives or heirs of the claimant. A card also contains citations to other cases with which a claim may have been combined or with which it may have been memorialized.

LIST OF UNITED STATES CLAIMS. n.d. 3 in. 127

A list of United States claims against Mexico, arranged by Agency number. Corresponding Special and General docket numbers are also indicated. Relates to case files described under entry 125.

CASE FILES FOR MEXICAN CLAIMS AGAINST THE UNITED STATES. 1925-36. 78 ft. 128

Case files, each containing some or all of the following papers: a memorandum of claims, briefs, memorials, copies of other documents filed by the Mexican Agency with the General Claims Commission, and correspondence of the Agency of the United States with the War, Navy, and other Departments of the United States Government regarding evidence to be used in defense of claims. Arranged by docket number.

LIST OF MEXICAN CLAIMS AGAINST THE UNITED STATES. n.d. 6 in. 129

A list on 3" x 5" cards containing the following information for each claim: name of claimant, nature of claim, amount claimed, date and locale of claim, dates of filing of claims papers with the General Claims Commission, and docket number assigned to claim. Relates to material described in entry 128. Arranged alphabetically by name of claimant.

CASE FILES FOR LATE UNITED STATES CLAIMS: 1926-27. 1 ft. 130

Case files for United States claims not accepted because of late filing. Each file contains a copy of the memorandum of claim, usually in both English and Spanish, and some correspondence regarding reasons for late filing. Arranged by provisional docket number.

CASE FILES FOR LATE MEXICAN CLAIMS. 1926. 8 in. 131

Case files for Mexican claims not accepted because of late filing. Each file contains a copy of the memorandum of claim, a copy of the letter from the Mexican Agent setting forth the reason for late filing, and a statement regarding the rejection of the claim. Arranged by provisional docket number.



LIST OF UNITED STATES CLAIMS ACCORDING TO NATURE OF CLAIM. 1928-30.

1 binder. 3 in.

132

A list of claims arranged by Agency number under the following classes: death, illegal taxes, taking of property, military service, interference with business, false arrest and imprisonment, banking losses, maritime losses, expulsion, personal injuries, kidnaping and ransom, customhouse losses, libel, Comisión Reguladora claims, financial obligation, forced abandonment, border raids, and special claims. The following information is given for each claim: docket number, name of claimant, date of injury, character and source of original injury, and amount of claim. Also included are a list of claims arranged by Agency number and a statement regarding the total amount of claims under each class.

PROCEDURAL MEMORANDA OF THE AGENCY OF THE UNITED STATES. 1924-31.

8 in.

133

Memoranda outlining procedures to be followed by the legal staff, memoranda describing the duties and organization of the Research and Information Section, and copies of procedural memoranda for employees of that Section. Included is a chart showing the organization of the Agency and its subdivisions, copies of circulars and decrees on banks and banking, and several issues of a magazine, in Spanish, entitled ABC. Unarranged.

POLICY RULINGS BY THE DEPARTMENT OF STATE. 1924-32. 4 in.

134

Policy rulings issued by the Department of State on topics of special interest to staff members of the Agency of the United States in their work of presenting claims before the General and Special Claims Commissions. They relate to the following subjects: amounts, bonds, citizenship, corporations, correspondence with United States consuls, evidence, correspondence with governors, Huerta regime, jurisdiction, land claims, Norwegian award, petroleum cases, settlement of cases outside the Commissions, soldiers and sailors, acts of State governments and officials, and occupation of Veracruz. They are in two notebooks and are arranged alphabetically by topic.

MEMORANDA REGARDING THE REESTABLISHMENT OF THE AGENCY OF THE UNITED STATES. 1934-36. 2 ft.

135

Mostly memoranda regarding the efforts of the Department of State to reorganize and staff the Agency of the United States, which had been disbanded after suspension of claims activities in 1931. Included are memoranda recommending appointments and promotions and outlining procedures to be followed by the Agency. The records are in seven notebooks, the last of which contains lists and summaries of the memoranda. Arranged chronologically.

MISCELLANEOUS CORRESPONDENCE OF THE AGENCY OF THE UNITED STATES.

1924-36. 2 ft.

136

Mostly letters requesting information from the Agency, with copies



of replies, regarding claims or the possibility of filing claims.  
Arranged alphabetically by name of correspondent.

REGISTERS OF PAPERS RECEIVED BY THE AGENCY OF THE UNITED STATES.

1924-37. 13 ft.

137

Registers containing the following column headings under which is entered information concerning each letter or other document received by the Agency in connection with claims of United States citizens: enclosure number, name of sender, date of mailing, date received by the Agency, and name of person to whom referred. At the top of each page is the name of claimant, Agency number of claim, nature of claim, Special or General docket number of claim, and locale and date of event giving rise to claim. Arranged by Agency number of claim.

REGISTERS OF PAPERS RECEIVED REGARDING MEXICAN CLAIMS AGAINST THE UNITED STATES. 1925-37. 1 ft.

138

Contain information similar to that in the registers described in entry 137. Relate to records described in entry 128. Arranged by docket number.

MISCELLANEOUS SUBJECT FILES OF THE AGENCY OF THE UNITED STATES. 1924-36. 23 ft.

139

Memoranda, reports, printed and processed material, and some correspondence of the Agency relating to claims matters, policy, research, administration, and other topics. A list of folder headings or topics accompanies the records, which are arranged alphabetically by subject and thereunder by subdivision of the subject.

INDEX TO MISCELLANEOUS SUBJECT FILES AND REFERENCE MATERIALS. n.d. 3 ft.

140

A subject index on 8" x 10" cards with citations to records assembled for reference, such as those described in entries 139 and 144. Arranged alphabetically by subject.

RECORDS RELATING TO PERSONNEL. 1924-37. 1 ft.

141

Correspondence, time cards, and payrolls relating to United States Agency personnel. Also included are papers concerning some of the United States and Mexican personnel of the General and Special Claims Commissions. Arranged roughly by personnel action, such as, leaves of absence, retirement, and temporary appointments.

LIST OF ATTORNEYS FOR UNITED STATES. n.d. 1 ft.

142

A list on 3" x 5" cards showing for each attorney his name and address, the name of the United States claimant he represented, and the Agency number of the claim. Arranged alphabetically by name of attorney.



## Records of the Research and Information Section

The Research and Information Section, a subdivision of the Agency of the United States, was established to aid the legal staff of the Agency in gathering information and evidence about claims matters. At first its activities were confined to searching, examining, and indexing information from documents of the War Department. Later, as a result of a detailed study of the needs of the Agency, such activities of the Section were extended to documents of the State, Justice, Navy, and Labor Departments. The Section was also given the responsibility for compiling general historical and chronological outlines of events in Mexico, based largely on documentary evidence in the Department of State. Some of the material referred to in the records has not been located among the records now in the National Archives.

In actual practice the Research and Information Section functioned as a general information center on Mexican data and conditions and provided information helpful in the preparation of briefs by members of the legal staff of the Agency of the United States.

### CORRESPONDENCE AND MEMORANDA OF THE CHIEF OF THE SECTION. 1926-30.

8 in.

143

Letters received and copies of letters sent by the Chief of the Section regarding research materials, copies of memoranda regarding policies and procedures in or affecting the Section, and copies of memoranda concerning research on topics, such as the occupation of Veracruz. Arranged alphabetically by name of correspondent or by subject.

### REFERENCE MATERIALS. n.d. 8 ft.

144

Mostly copies of reports, memoranda, and articles describing conditions in Mexico during the period 1910-20. Much of this material consists of copies and excerpts of War Department documents but several other sources are represented. Arranged numerically by number assigned each document. An alphabetical list of most of the subjects discussed accompanies the records.

### INFORMATION FILE ON MEXICAN HISTORY. n.d. 5 ft.

145

This file represents a large part of the material compiled by the Research and Information Section about the men and events of Mexico during the revolution of 1910-20. Included are translations from Mexican newspapers and books, as well as monographs about important historical events in Mexican history. A list of topics covered is reproduced in appendix I.

### INFORMATION FILE ON LEGAL MATTERS. n.d. 6 ft.

146

Most of this material was compiled by the Research and Information Section for use by the legal staff. It consists of translations and excerpts of Mexican Federal and State laws, memoranda on points of inter-



national law, copies of decrees affecting property rights of United States citizens, translations of Mexican civil and criminal codes, and related material. For a complete list of topics covered see appendix II.

LISTS OF ABBREVIATIONS AND SYMBOLS USED FOR CITATION OF DOCUMENTS. n.d.  
1/4 in. 147

A list on 3" x 5" cards showing the abbreviations and symbols used in citing documents in the Research and Information Section, and a typed list containing similar information. Unarranged.

AREA FILE OF INFORMATION REQUESTS AND REPLIES. 1925-31. 5 ft. 148

Requests received by the Research and Information Section from the staff of the Agency for various types of information relating to events in specific localities. The requests are on forms that contain or have appended to them the replies and reports prepared by the Section, with an indication of the sources checked. Arranged alphabetically by name of Mexican state and thereunder by request number.

GENERAL FILE OF INFORMATION REQUESTS AND REPLIES. 1925-31. 8 in. 149

Form requests and related replies and reports of the type described in entry 148 but relating to subjects not confined to any particular locality, such as requests for specific documents, present addresses of personnel, and the location of documents in other departments of the Government. Arranged by request number. Some are unnumbered.

ANALYTICAL REPORTS ON LAND CLAIMS. 1927-31. 6 in. 150

An analysis of land claims of United States citizens against Mexico showing the status in 1931 of claims filed by the United States with the General and the Special Claims Commissions and a report divided into the following sections: concluded claims, active claims, and claims to be developed. Included also are several miscellaneous lists of claims.

COPIES OF STATE DEPARTMENT RECORDS DESCRIBING CONDITIONS IN MEXICO.  
1910-20. 2 in. 151

Copies of reports, despatches, and other documents received by the Department of State containing information about political and military conditions in Mexico. The papers carry the decimal file number assigned to them by the Department of State. Unarranged.

INVENTORIES OF UNITED STATES PROPERTY IN MEXICO. 1912-13. 5 in. 152

Inventories from State Department files of property of United States citizens in Mexico that was damaged, destroyed, or stolen. The papers carry the decimal file numbers assigned to them by the Department of State. Unarranged.

COPIES OF CONSULAR REPORTS AND OTHER STATE DEPARTMENT PAPERS. 1913-20.  
4 in. 153

Copies of consular reports and other State Department papers pertain-



ing to claims of United States citizens against the Government of Mexico. Arranged for the most part alphabetically by geographical area.

REPORTS ON CONDITIONS ALONG THE MEXICAN BORDER. 1911-19. 4 in. 154

Copies of reports and other documents describing the conditions existing along the United States-Mexican border during this period, most of which are based on information furnished by local United States military commanders. Some of the reports are identified by Department of State file numbers. Unarranged.

RECORDS RELATING TO UNITED STATES OCCUPATION OF VERACRUZ. 1914.

1 ft.

155

Copies of orders of Lt. Col. John Biddle Porter, in charge of civil affairs at Veracruz; correspondence between the War Department and Gen. Frederick Funston, Military Governor at Veracruz; a copy of the final report from the Office of the Provost Marshal General (November 23, 1914) with extracts from the report of the Army Legal Department; extracts from reports of the Army Fiscal Department; and some original documents of the Office of the Provost Marshal General relating to complaints of Mexican citizens and incidents during the occupation. Unarranged.

RECORDS RELATING TO THE BLALOCK COLONY LAND CLAIMS. ca. 1912-13.

4 in.

156

Copies of reports, memoranda, and other Department of State documents containing evidence to support land claims of United States citizens who comprised the Blalock Colony located near Chamal, Tamaulipas. Also included is an alphabetical list of names of Blalock Colony claimants. Other material unarranged.

RECORDS SUBMITTED AS EVIDENCE IN SUPPORT OF THE TEXAS CATTLE CLAIMS ("ROBB CLAIMS"). 1872-1927. 5 ft.

157

Records submitted as evidence, for possible presentation to the Commission, that United States citizens had suffered livestock losses because of the offensive activities of Mexicans. They consist of maps of Texas counties along the border; photostats of newspaper articles; copies of depositions; photostats of census population schedules for several Texas counties, 1860-70; and copies of reports regarding activities of Mexican bandits along the border. Unarranged.

LISTS OF TEXAS CATTLE CLAIMANTS. n.d. 8 in.

158

Two lists on cards (one on 4" x 6" and the other on 3" x 5" cards) containing the following information about each claimant: name of claimant, docket number of claim, and corresponding Agency number. The 4" x 6" file includes also the date the claim was filed and the amount claimed. Arranged alphabetically by name of claimant.

GEOGRAPHICAL LISTS OF UNITED STATES CLAIMANTS. n.d. 4 in.

159

Lists of claimants according to State of residence in the United



States and in Mexico. Shown are the name and address of claimant, docket number of claim, and amount claimed. The following States in the United States are represented: Arizona, California, Illinois, Missouri, New Mexico, New York, Oklahoma, Texas, and Utah. Under each State and Mexico, names of claimants are grouped alphabetically by name of city.

LIST OF DOCUMENTS IN SUPPORT OF OLD UNSETTLED CLAIMS AGAINST MEXICO.

n.d. 3 in.

160

List of documents dated from 1869 to 1906 that might be used as possible sources of evidence to support claims of United States citizens who, under the rules of the claims convention, might qualify as claimants. The following information is recorded for each document: writer and date of document, to whom sent, present location of document, nature of claim, and name of possible claimant. Arranged by name of claimant, and thereunder chronologically by date of document.

INDEXES TO SOURCE MATERIALS. n.d. 7 ft.

161

Three indexes on 3" x 5" cards listing subjects relating to the period 1910-20 and indicating the documentary sources where the subject is discussed. Not all of the documentary sources referred to have been located. Documents in many cases are identified by the abbreviations and symbols referred to in entry 147. One index is alphabetical by subject, one is chronological, and one is geographical by name of Mexican State.

LISTS OF PERSONS AND PLACES ASSOCIATED WITH MEXICAN REVOLUTIONARY FORCES.

n.d. 2 ft.

162

Lists on 3" x 5" cards containing names of leaders and areas of operation of Mexican revolutionary forces during the period 1910-20 affecting claims of United States citizens. The cards are arranged in two groups: one alphabetical by name of person, and the other alphabetical by name of geographical area where revolutionary forces were operating.

LISTS OF DOCUMENTS RELATING TO IDENTITY OF MEXICAN REVOLUTIONARY

FORCES. n.d. 3 ft.

163

Lists, on work sheets, of documents useful as evidence for identification of Mexican revolutionary forces or describing activities in certain localities that had some possible connection with claims. Abbreviations and symbols, as referred to in entry 147, are used to cite documents used as sources of information.

RECORDS OF THE UNITED STATES AND OF EUROPEAN NATIONS RELATING TO

ARBITRATION OF CLAIMS AGAINST MEXICO. n.d. 2 ft.

164

These records were collected by the Research and Information Section for reference purposes. They consist of processed and printed materials pertaining to the rules and decisions of the Commission of 1868 and to claims of European nations against Mexico, including a list of decisions



of the German-Mexican and the British-Mexican Claims Commissions created under the claims conventions of March 16, 1925, and November 19, 1926, respectively.

LIST OF PERSONS INVOLVED IN CLAIMS. n.d. 12 ft. 165

A list on 3" x 5" cards, each of which contains the name of a person involved in claims, information on the nature of the incident or activity used as the basis of a claim, and citations of documents containing additional information on the subject. Some documents are identified by the abbreviations and symbols referred to in entry 147. Arranged alphabetically by name of person.

LIST OF POSSIBLE CLAIMANTS. n.d. 1 ft. 166

A list on 3" x 5" cards, containing names of persons of both Mexican and United States origin who were possible claimants. Some persons are unidentified as to nationality. The cards usually indicate documents that contain additional information on possible claimants. Arranged alphabetically by name of person.

LIST OF EMPLOYEES OF THE AGENCY OF THE UNITED STATES. 1924-28.

1/2 in.

167

A list, on 3" x 5" cards, containing names mainly of employees who were staff members of the Research and Information Section, their local addresses, telephone numbers, dates of appointment, and, occasionally, dates of resignation.

Records of the Agency of the United States Relating to the Activities of the General Claims Commission, 1923-37

Entries 168-176 describe records kept by the Agency of the United States relating to the activities of the General Claims Commission. See entries 100-113 for records maintained by the General Claims Commission itself.

TRANSCRIPTS OF HEARINGS. Mar. 8, 1926-June 9, 1931. 6 ft. 168

Verbatim transcripts of hearings of the General Claims Commission. The transcripts relating to each case are usually assembled in a single unit often referred to as a volume. They are further identified by claimant's name and by docket number. No transcripts were found for the first, second, and fourth sessions; and those for the third session are incomplete. There is a Spanish version of the transcripts for the eighth session. The transcripts are arranged by session and thereunder chronologically in the order in which each case was heard.

INDEX TO TRANSCRIPTS OF HEARINGS. n.d. 1 in. 169

An index on 3" x 5" cards, each showing name of claimant, Agency and docket number of claim, session and sitting number, usually the date that the claim was heard before the Commission, and the volume or case



number containing the transcript for that particular claim. Arranged alphabetically by name of claimant. Relates to records described in entry 168.

LETTERS RECEIVED FROM THE SECRETARIAT OF THE GENERAL CLAIMS COMMISSION TRANSMITTING LISTS OF DOCUMENTS. June 11, 1925-June 10, 1931.

2 binders. 3 in.

170

Transmittal letters sent from the Secretariat of the General Claims Commission to the Agency of the United States containing lists of documents. Signed by the United States and Mexican Secretaries of the General Claims Commission. Arranged chronologically.

COPIES OF LETTERS SENT BY THE AGENCY OF THE UNITED STATES. Mar. 22-

Nov. 12, 1937. 1 in.

171

Copies of letters sent, mostly to claimants or their attorneys in connection with claims filed with the General Claims Commission. Arranged chronologically in a binder. Duplicate copies of some of these letters can be found with the papers of individual claimants described in entry 125.

SAMPLES OF LETTERS SENT BY THE AGENCY OF THE UNITED STATES. 1936-37.

1 in.

172

Copies of letters sent to persons requesting information about claims matters. They are grouped under subjects, such as "agrarian claims" and "cattle claims." Apparently these were used as models for letters on various subjects. Arranged alphabetically by subject.

SUBJECT FILES. 1924-31. 3 ft.

173

Subject files pertaining to many of the activities of the General Claims Commission. Included are records containing information on the Commission's meetings, and on the extension of its life, copies of the rules of the Commission and of its decisions, and some correspondence exchanged between the Agency and the Commission. A complete list of the subjects is in the file. Arranged alphabetically by subject.

SUBJECT LISTS OF CLAIMS. 1924-37. 8 vols. 1 ft.

174

Subject lists of United States claims filed with the General Claims Commission. Usually shown for each claim are the claimant's name, docket and Agency number of claim, nature of claim, amount claimed, dates of filing certain documents, and in some cases the final disposition of claim. Prominent subjects are "abandonment," "contracts," "denial of justice," and "livestock." Arranged by subject and thereunder by docket number.

RECORD OF PLEADINGS. 1925-31; 1935-37. 3 in.

175

A record of memorials, briefs, and other pleadings filed by Mexico and the United States with the General Claims Commission. An entry usually gives the type of document such as brief or answer, Agency and



docket number of claim, date filed, and claimant's name. Arranged chronologically in two notebooks.

COPIES OF MEMORIALS AND BRIEFS. 1925-31. 29 vols. 4 ft. 176

Printed memorials, and copies of briefs, counter briefs, and reply briefs prepared by the Agency of the United States concerning claims submitted to the General Claims Commission, containing statements of facts upon which the claims were based, legal arguments, and extracts from documents in support of the claims. The briefs in four volumes are arranged by Agency number and in eight volumes arranged by subject. Most of the printed memorials (17 volumes) are arranged by docket number.

Records of the Agency of the United States Relating to the Activities of the Special Claims Commission, 1923-35

Entries 177-185 describe records kept by the Agency of the United States relating to the activities of the Special Claims Commission. See entries 114-124 for records maintained by the Special Claims Commission itself.

TRANSCRIPTS OF HEARINGS. Jan. 1926-Apr. 1931. 8 in. 177

Verbatim transcripts of the hearings of the Special Claims Commission. No transcripts were found for the first and second sessions; only those for the fourth session appear to be complete. The transcripts are arranged by session and thereunder chronologically.

CORRESPONDENCE REGARDING CHANGES IN THE RULES OF THE SPECIAL CLAIMS COMMISSION. 1924-25. 3 in. 178

Mostly correspondence between the United States and Mexican Agents dealing with proposed changes in the rules of the Special Claims Commission. Included are several printed pamphlets concerning the Commission's rules (1926), a comparison of the Mexican Constitution of 1917 with that of 1857, 69th Cong., 1st sess., S. Doc. 96, "Rights of American Citizens in Certain Oil Lands in Mexico," and other reference material. Unarranged.

LETTERS RECEIVED FROM THE UNITED STATES SECRETARY OF THE SPECIAL CLAIMS COMMISSION TRANSMITTING LISTS OF DOCUMENTS. Feb. 27, 1925-Aug. 18, 1931. 4 in. 179

Transmittal letters addressed to the Agency of the United States by the United States Secretary of the Commission listing documents being transmitted, such as minutes of the Commission, copies of memorials, memoranda, and other pleadings filed with the Commission. Arranged chronologically in two binders.

SUBJECT FILES. 1924-31. 2 ft. 180

Subject files kept by the Agency of the United States concerning the activities of the Special Claims Commission. Included are correspondence,



recommendations for changes in the rules of the Commission, copies of decisions, and minutes of the Commission. Arranged alphabetically by subject.

ATTORNEYS' REPORTS ON NONMEMORIALIZATION OF CLAIMS. ca. 1932. 5 in. 181

Reports of attorneys on reasons for nonmemorialization of claims of United States citizens filed, in most instances, with the Special Claims Commission. Each report contains a statement regarding the manner of filing of claim, the Commission with which it was filed, the Agency and docket number of the claim, the amount claimed, nature of claim, reason for nonmemorialization, and notification of claimant. Arranged alphabetically by name of Mexican State.

LIST OF MEMORIALIZED CLAIMS. n.d. 1 in. 182

A list of memorialized claims arranged under the name of the commander of the Mexican revolutionary forces alleged to have caused the loss on which the claim was based. Information given includes Agency and docket number of claim, name of claimant, nature of claim, identification of forces, and the amount claimed.

AMENDED MASTER LIST OF CLAIMS. n.d. 1 in. 183

A list of United States claims arranged by docket number and showing the corresponding Agency number, the name of the claimant, and the amount claimed.

MISCELLANEOUS LISTS OF UNITED STATES CLAIMS. n.d. 6 in. 184

Lists of United States claims filed with the Special Claims Commission, arranged under various headings. One list, "Record of all claims memorialized before the Special Claims Commission," is arranged alphabetically by name of claimant and shows memorial number, brief number, Special docket number, Agency number, nature of claim, date and place the claim arose, and dates of pleadings before the Commission, including dates when documents were submitted to the Commission.

INDEX TO UNITED STATES CLAIMS. n.d. 2 ft. 185

An index, on 3" x 5" cards, to all claims of United States citizens filed with the Special Claims Commission, usually showing claimant's name, Agency and docket number of claim, and date claim was filed. Arranged alphabetically by name of claimant.

RECORDS OF THE SPECIAL MEXICAN CLAIMS COMMISSION, ESTABLISHED  
BY AN ACT OF CONGRESS OF APRIL 10, 1935

The Special Mexican Claims Commission was a domestic claims commission established by an act of Congress of April 10, 1935 (49 Stat. 149). It was assigned the function of reviewing, appraising, and deciding the claims of United States citizens that were filed with the former



Special Claims Commission (see entries 114-124) and was given three years in which to complete its assigned tasks.

It consisted of three members appointed by the President: Edgar E. Witt, chairman, who assumed office on August 23, 1935, James H. Sinclair, and Darrel T. Lane. The Commission completed its work on May 31, 1938. It considered and decided on a total of 2,833 claims, of which 1,358 were allowed wholly or in part and 1,475 were disallowed. The total amount of the initial awards was \$9,135,041.79, but, as this amount was greater than Mexico had agreed to pay the United States in satisfaction of the claims, the United States Government paid its citizens 57 percent of the initial award figure. On this basis the total amount actually awarded was \$5,206,973.86.

MINUTES. Sept. 9, 1935-May 23, 1938. 1 vol. 3 in. 186

Official minute book of the Special Mexican Claims Commission showing dates of meetings, names of Commissioners and counsel present, questions discussed and claims presented, actions recommended, and orders issued. Included also is a copy of the rules and regulations under which the Commission operated. Minutes are signed by Edith McD. Levy, Secretary. Arranged chronologically.

OPINIONS AND DECISIONS. 1935-38. 3 vols. 1 ft. 187

Certified copies of opinions, including decisions, rendered by the Special Mexican Claims Commission showing name of claimant, docket number of claim, amount claimed, amount awarded, and reasons for allowance or disallowance of claim. Signed by Edith McD. Levy, Secretary. Arranged by number of decision.

DOCKET. 1935-38. 5 vols. 3 ft. 188

The official docket of the Commission showing the following information about each claim: name and address of claimant, name and address of claimant's attorney, amount claimed, docket number of claim, a notation of every act of the Commission with respect to the claim, and date and description of every document sent, received, or filed by the claimant in support of claim. Arranged numerically by docket number.

CASE FILES FOR CLAIMS ALLOWED. 1935-38. 89 ft. 189

Case files on individual claims of United States citizens granted awards by the Special Mexican Claims Commission. In the files are reports of counsel, correspondence of the Secretary of the Commission with claimants and their attorneys, documents filed by claimants with the Commission in support of their claim, copies of pleadings (memorials and briefs), and correspondence taken from the docketed case files of the earlier Special Claims Commission. These records are duplicated in part by the material described in entries 119 and 125. Arranged by docket number.



INDEXES TO CLAIMS ALLOWED. ca. 1938. 4 ft. 190

Two 3" x 5" card indexes to awarded claims. Each card usually shows a claimant's name, docket number of claim, Agency number, nature of claim, amount claimed, and amount awarded. The indexes relate to records described in entry 189. One index is arranged numerically by docket number; the other, alphabetically by name of claimant.

CASE FILES OF DISALLOWED CLAIMS. 1935-38. 52 ft. 191

Case files on individual claims rejected by the Special Mexican Claims Commission. The papers for each claimant contain information similar to that described in entry 189.

INDEXES TO DISALLOWED CLAIMS. ca. 1938. 3 ft. 192

Two 3" x 5" card indexes to disallowed claims. Each card contains a claimant's name and docket number of claim. Some also contain the claimant's address, nature of claim, and date filed. The indexes relate to records described in entry 191. One index is arranged numerically by docket number; the other, alphabetically by name of claimant.

PROCEDURAL MEMORANDA. 1935-38. 2 in. 193

A copy of the act establishing the Special Mexican Claims Commission; memoranda regarding evidence needed to establish American nationality, documentary evidence to be filed in support of claim, classification of claims, and international law; copies of rules of the Commission; copies of decisions; and other documents pertaining to claims work. Unarranged.

LETTERS SENT TO CLAIMANTS BY THE SECRETARY OF THE SPECIAL MEXICAN CLAIMS COMMISSION. 1935-38. 2 ft. 194

Copies of letters sent to claimants by Edith McD. Levy, Secretary of the Commission, requesting that they or their attorneys file certain documents with the Commission, acknowledging receipt of various papers, or answering questions. Duplicate copies of many of these letters are found with the papers of individual claims described in entries 189 and 191. Arranged chronologically.

REPORT ON APPRAISAL OF CLAIMS BY G. C. SHERROD. 1937. 1/2 in. 195

A condensed report on claims appraised by G. C. Sherrod, Assistant Counsel, Special Mexican Claims Commission. The following information is given for each claim: name of claimant, docket and Agency number, amount claimed, and amount of award recommended by Mr. Sherrod. Arranged alphabetically by name of claimant.

REPORTS BY COUNSEL ON CLAIMS. 1936-38. 2 ft. 196

Reports by counsel, usually consisting of a condensed presentation of the important points regarding each claim filed with the Special Mexican Claims Commission. In addition to the name of the claimant and the docket and Agency number of the claim, each report includes a list of the important papers filed with the Commission in connection with the



claim regarding damages claimed, the conclusion and recommendations, the services of attorneys, and any fee agreement involved. Arranged alphabetically by name of claimant.

LIST OF ATTORNEYS FOR UNITED STATES CLAIMANTS. n.d. 10 in. 197

A list on 3" x 5" cards showing names of attorneys for United States claimants, docket numbers of claims, and corresponding Agency numbers. Arranged alphabetically by name of attorney.

OFFICE FILES OF THE SECRETARY OF THE SPECIAL MEXICAN CLAIMS COMMISSION. 1935-38. 10 ft. 198

Office files kept by the Secretary of the Commission on many of the activities in which the Commission was engaged. Included are copies of minutes and decisions, memoranda, progress reports, consolidated reports, surveys of claims, and some correspondence. Also included are applications for employment and records relating to the budget and the personnel of the Commission. Arranged alphabetically by subject.

LIST OF STATE DEPARTMENT PAPERS SENT TO THE TREASURY DEPARTMENT.

Aug. 13, 1838. 4 in. 199

A penciled list of Department of State documents identified by their file classification numbers, labeled "Original lists of State Department papers which were in docket, sent to Treasury, 8-13-38." Entries are arranged numerically by docket number.

COPIES OF AWARDS. 1935-38. 4 in. 200

Copies of awards issued by the Special Mexican Claims Commission in which the following information is given: claimant's name and address, attorney's name and address, docket number of claim, amount claimed, amount awarded, and amount payable to claimant. Arranged by docket number.

INVENTORIES OF MEXICAN PROPERTY OF UNITED STATES CLAIMANTS. n.d. 6 in. 201

Penciled inventories describing briefly the location, value, and kind of Mexican property of United States claimants, with docket number of claim and name of claimant. Four classifications of property based on value are shown as follows: Class 1, property valued in excess of \$10,000; class 2, between \$5,000 and \$10,000; class 3, from \$2,000 to \$5,000; and class 4, less than \$2,000. Arranged alphabetically, in three notebooks, by name of geographical location of property.

COPIES OF MEMORIALS AND BRIEFS. 1925-31. 5 ft. 202

Copies of memorials and briefs containing, respectively, concise statements of the facts upon which the claims were based, and the legal arguments advanced in support of the claims. The memorials are more detailed than the briefs. These memorials and briefs had been filed with the Special Claims Commission and were apparently used by the Special



Mexican Claims Commission as a source of information. Most of the briefs are arranged chronologically by date of filing with the Commission; the memorials are arranged alphabetically by name of claimant.



## APPENDIX I

List of Documents on Mexican History  
Assembled by the Research and Information Section,  
Agency of the United States (Entry 145)

Listed below are titles of monographs, reports, and other materials assembled by the Research and Information Section, Agency of the United States, for the purpose of making available to the Agent and his assistant information useful in defending claims of United States citizens against the government of Mexico.

1. General Historical and Chronological Outline of the Recent Revolutionary Period in Mexico. (Monograph No. 1.) About 75 pages. Typed.
2. Outline of Pre-Conventional Period and Pre-Revolutionary Period. (Monograph No. 2.) About 55 pages. Typed.
3. List of Successive Regimes Having More or Less Prima Facie Legality, November 20, 1910-May 31, 1920. (Monograph No. 3.) 6 pages. Typed.
4. The Mexican Revolution from the Publication of the Plan of San Luis Potosi, October 6, 1910 to June 7, 1911. (Monograph No. 4.) 194 pages. Typed.
5. Seizure, Occupation and Evacuation of Veracruz. (Monograph No. 5.) 14 pages. Typed.
6. De Facto Administration of General Victoriano Huerta. (Monograph No. 6.) 7 pages. Typed.
7. The Adolfo de la Huerta Revolution, December 5, 1923-March 12, 1924. (Monograph No. 7.) 4 pages. Typed.
8. Synopsis of the Sonora Revolution, April 10-May 31, 1920. (Monograph No. 8.) 10 pages. Typed.
9. The Madero Administration. (Monograph No. 9.) 102 pages. Typed.
10. The Bernardo Reyes Counter Revolution. (Monograph No. 10.) 11 pages. Typed.
11. A Brief History of the Cedillo Brothers. (Monograph No. 11.) 8 pages. Typed.
12. The Tragic Ten Days. (Monograph No. 12.) 59 pages. Typed.
13. Chronology of the Zapatista Movement. 1911-19. 90 pages. Typed.



14. Chronological Outline of Events in Mexico and Mexican American Relations. 1910-20. 1 in. 1 binder.
15. Who's Who in Mexico. Aug. 1919 and Nov. 1931. 2 in.
16. Historical Memorandum Concerning Yaqui Indian Claims. n.d. 64 pages. Typed.
17. The Currency Cases (by Edgar Turlington, Special Counsel). n.d. 341 pages. Typed.
18. Agrarian Expropriation of American Owned Land in Mexico, January 1, 1914-June 1, 1927. 1 in. 1 binder.
19. The Railroad Situation in Mexico (by G. W. Knoblauch). ca. 1920. 44 pages. Typed.
20. The Effect of the Revolution in Mexico on American-Mexican Mining Interests. 1916. 39 pages. Printed.
21. Summary of McBride's "Land Systems of Mexico" (by George McCutchen). 178 pages. Typed.
22. Minutes of Meetings Between Representatives of Mexico and Committee of Oil Operators. 1922-24. 2 in. 1 binder.
23. Translations of Articles from Mexican Newspapers. 1914-30. 2 in.
24. Reports on Mexican Historical Events. 1925-31. 4 in.
25. Confidential Weekly Reports on Mexico. Sept. 24, 1919-Apr. 17, 1920. 4 in.
26. Confidential Publications of the Department of State Regarding Mexico. 1910-15. 4 in.
27. Summary of Intelligence on Mexican Political, Economic, and Military Affairs. Apr. 19, 1920-Oct. 10, 1923. 8 in.
28. Documents Regarding Mexican Revolutionary Leaders, Operations, and Forces. 1910-20. 2 ft.
29. Activities of Francisco Villa Based on Reports of the State Department, December 1915-July 1923. 141 pages. Typed.
30. Memoirs of Don Venustiano Carranza (by Juan Barragán). Jan. 5, 1930. 945 pages. Typed.



31. Political Memoirs of Adolfo de la Huerta. June-Aug. 1930.  
164 pages. Typed.
32. En el Vértigo de la Revolución (by Alfonso Taracena - English  
translation by E. B. Newman ). 1910-20. 262 pages. Typed.



## APPENDIX II

List of Documents on Legal Matters  
Assembled by the Research and Information Section,  
Agency of the United States (Entry 146)

Listed below are titles of reports, translations, and other material assembled by the Research and Information Section, Agency of the United States, for the purpose of making available to the legal staff of the Agency information useful in defending claims of United States citizens against the Government of Mexico.

1. Law Memoranda and Law Point File. 1924-35. 2 ft.
2. Extracts From Work on International Jurists, International Arbitration Tribunals, and From Jurists' Correspondence. n.d. 1 in. 1 binder.
3. Translation of Public and Private International Law. n.d. 1 binder.
4. Digest of Cases Decided by International Claims Commissions and Other Tribunals Involving the Calvo Clause. Sept. 3, 1929.
5. Effects of Annexation of Territories Upon the Debts of State Annexed or Dismembered and Upon Those of the Provinces, Departments, etc., Annexed (by Henri Appleton). n.d. 1 in. 1 binder.
6. Annexations of Territory and Their Principal Consequences. n.d. 1 in. 1 binder.
7. Denials of Justice in International Law (by Clyde Eagleton). 1928. 1 in. 1 binder.
8. Honduran Laws and Decrees. 1919-26. 1 in. 1 binder.
9. Miscellaneous Mexican Legislation. ca. 1914-26. 1 in. 1 binder.
10. Definitions of Mexican Legal Terms. n.d. 1 in. 1 binder.
11. Supreme Court Decisions of Mexico. ca. 1917. 1 in. 1 binder.
12. Organic Law of Federal Courts and of the Ministerio Público. n.d. 1 in. 1 binder.
13. Photostats from Diario de Jurisprudencia. n.d. 1 in.



14. Translation of Mexican State Legislation. n.d. 3 in. 2 binders.
15. Mexican Agrarian Laws by State. n.d. 2 in. 1 binder.
16. Agrarian Legislation and Correspondence in Connection Thereto. n.d. 3 in. 2 binders.
17. Translation of Agrarian Codes of 1929, 1933, and 1940. 2 in. 2 binders.
18. Circulars Issued by the National Agrarian Commission, Nos. 1-55. 1916-23. 1 in. 1 binder.
19. Mexican Customs Legislation, Sanitary Code and Navy Ordinances. 1928-30. 1 in. 1 binder.
20. Translation from Mexican Federal and State Civil and Criminal Codes. n.d. 1 in. 1 notebook.
21. Index to Mexican Criminal Code. n.d. 1/2 in. 1 binder.
22. Translation of Articles from Mexican Criminal Code of 1872 and 1894. 3 in. 3 binders.
23. Translation from Mexican Federal Code of Criminal Procedure. 1909. 1 in. 1 binder.
24. Articles Translated from Mexican Codes of Civil Procedure of 1884 and 1909. 2 in. 2 binders.
25. Translation of Excerpts of Mexican Laws. n.d. 1 in. 1 binder.
26. Mining Laws of Mexico. 1892-1926. 2 in. 2 binders.
27. Monetary Decrees and Circulars. 1913-16. 2 in. 1 binder.
28. Mexican Petroleum Decrees, Circulars, Orders. 1912-28. 8 in. 4 vols.
29. Translation of Comisión Reguladora Decrees. 1912-22. 3 in. 2 vols.
30. Mexican Decrees and Bulletins Relating to the Settlement of Claims. 1 in. 1 binder.
31. Analysis of Defenses Submitted by Mexican Agent (Special Claims Commission). 1925-29. 2 in. 1 binder.
32. List of Publications Received from the Legal Adviser by the American-Mexican Claims Commission. ca. 1939. 1/2 in. 1 binder.







For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.







171  
810  
137  
0.2

Ill. Hist. Sur.

PRELIMINARY



INVENTORIES

Number 137

RECORDS OF THE PRESIDENT'S ORGANIZATION  
ON UNEMPLOYMENT RELIEF

Compiled by Leo Pascal

The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1962







PRELIMINARY INVENTORY OF THE RECORDS OF  
THE PRESIDENT'S ORGANIZATION ON  
UNEMPLOYMENT RELIEF

(Record Group 73)

Compiled by Leo Pascal



The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1962



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## FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in the nearly 350 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 12,000 rolls of this microfilm, which are described in the List of National Archives Microfilm Publications (1961), are available for purchase.







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## INTRODUCTION

The President's Organization on Unemployment Relief (POUR) and its predecessor, the President's Emergency Committee for Employment (PECE), were established for the nationwide coordination and stimulation of plans, programs, and activities to provide employment and relief during the economic depression that began in 1930. The Emergency Committee itself was preceded briefly by a committee organized by the President on October 17, 1930, consisting of six members of the Cabinet (the Secretaries of Agriculture, Commerce, the Interior, Labor, the Treasury, and War) and of the Governor of the Federal Reserve Board. This committee was to consider plans for meeting the unemployment problem of the coming winter by strengthening and supplementing State and local efforts to that end, by developing in cooperation with industry methods for increasing employment, and by encouraging the construction of needed public works. On October 21, 1930, however, the President announced the appointment of Col. Arthur Woods to take charge of organizing this program. Colonel Woods was under instructions to organize a special committee of which he would be chairman and the Cabinet committee was relegated to an advisory capacity.

The function of the Emergency Committee, as it developed, was not to undertake any direct action to increase employment or to reduce unemployment but rather to guide, facilitate, and coordinate the efforts in those directions of governmental, especially State and local, bodies and of quasi-public and private organizations. In pursuing this essentially advisory function the Woods Committee (as it was informally known) did not develop a fixed organizational pattern. There were changes from time to time as its operations progressed. The offices whose functions are outlined below are representative of the organization at the height of its activity.

The Public Works Section maintained and released statistics of public, semi-public, and private works projects. The Relief Division maintained close coordination with the Red Cross, Community Chests, family welfare associations, churches, and other national and local welfare and employment organizations for the purpose of appraising estimates of relief needs, informing the organizations of relief methods, and promoting relief fund drives. The Industrial Section undertook special studies of industrial and business organizations to ascertain how they were stabilizing and stimulating employment and were alleviating the effects of unemployment, and it sought to promote construction activities by public and semi-public bodies. The Women's Division undertook to instruct women in the part they might play in combating the depression; engaged in campaigns for prudent spending, proper nutrition, and home improvements; and cooperated with women's organizations in their unemployment relief and job-finding work. The Statistical Division prepared charts, tables, and maps containing official unemployment and relief data. Seven regional advisers and other field representatives of the Emergency Committee had the responsibility of spurring the organization of State and local employment and unemployment relief committees and of coordinating their work on



an intercommunity basis. The Publicity Section widely publicized the activities of the Committee and other groups and prepared the Committee's press releases. The Secretary (assisted by the Chief Clerk) handled personnel and other housekeeping activities for the Committee, including the maintenance of its files.

In April 1931 Colonel Woods left his position as chairman and on May 1, 1931, F. C. Croxton was appointed as acting chairman of the Committee. The Committee was reorganized on August 19, 1931, as the President's Organization on Unemployment Relief, with Walter S. Gifford as Director. To assist Mr. Gifford, the President appointed a nationwide Advisory Committee. There were also created the following committees from the membership of the Advisory Committee: (a) the Committee on Employment Plans and Suggestions, headed by Harry A. Wheeler; (b) the Committee on Program of Federal Public Works, headed by James R. Garfield; (c) the Committee on Mobilization of Relief Resources, headed by Owen D. Young; (d) the Committee on Administration of Relief, headed by Fred C. Croxton; and (e) the Committee on Cooperation with National Groups and Associations, headed by Eliot Wadsworth.

With a somewhat different staff and the membership of the above-named committees, the President's Organization on Unemployment Relief ("Gifford Organization") continued the Emergency Committee's work of stimulating and coordinating the activities of local, State, and national relief and employment agencies; sponsoring unemployment relief programs; encouraging public works construction; and serving as a clearinghouse for ideas and information.

Since Congress failed to make a deficiency appropriation of \$120,000 to enable the Organization to continue its work until June 1933, the Organization was terminated on June 30, 1932. A few of the officials transferred to the Emergency Relief Division of the Reconstruction Finance Corporation, where they answered correspondence as late as March 1933 and liquidated the affairs of the Organization. By Executive Order 6060 of March 2, 1933, the President directed the transfer of the records of both the Committee and the Organization to the Department of Commerce and ultimately to the National Archives.

The records described in this inventory are those of the President's Emergency Committee for Employment, 1930-31, and its successor, the President's Organization on Unemployment Relief, 1931-33, in the National Archives. These records constitute Record Group 73, Records of the President's Organization on Unemployment Relief, and amount to 125 cubic feet. They include the central files of both agencies; records of the Office of the Director of the President's Organization on Unemployment Relief; the general records, correspondence files, and files on city unemployment relief committees of the Office of the Assistant Director; general files of the Public Works, Industrial, and Publicity Sections and of the Relief and Women's Divisions; tables, charts, questionnaires, and maps of the



Statistical Division; some records of the Committees on Cooperation with National Groups and Associations, Employment Plans and Suggestions, and Mobilization of Relief Resources; files of certain Emergency Committee and Organization officials; indexes to individual, organizational, and construction projects; and press releases, bulletins, and other publications of the Emergency Committee and the Organization.

Records relating to the Emergency Committee and the Organization are in two record groups. Record Group 40, General Records of the Department of Commerce, contains--among the files of the Office of the Secretary of Commerce--about a half cubic foot of correspondence, reports, statements, and publications, 1930-33, pertaining to the organization of the President's Emergency Committee for Employment and the President's Organization on Unemployment Relief, to their programs, activities, and administrative management, and to economic conditions. Record Group 187, Records of the National Resources Planning Board, contains--among the files of the Federal Employment Stabilization Board--a small quantity of records, 1930-33, relating to the Committee and its Public Works Section. These records consist of correspondence, reports, and statements pertaining to the policies, program, and personnel of the Committee, and reports and statistical data regarding Federal and private construction activities. The personnel files of the Emergency Committee and the Organization are among those of the Department of Commerce at the Federal Records Center, St. Louis, Mo.

The late Leo Pascal, compiler of this inventory, wished to acknowledge the help received from the descriptive reports and notes prepared by Coburn Kidd, a former member of the National Archives staff.







RECORDS OF THE PRESIDENT'S ORGANIZATION  
ON UNEMPLOYMENT RELIEF

RECORDS OF THE OFFICE OF THE SECRETARY

CHRONOLOGICAL FILES OF EDWARD EYRE HUNT. Jan. 8, 1928-July 23, 1931.  
10 in. 1

This series contains only a few letters relating to activities of the President's Emergency Committee for Employment, of which Mr. Hunt was Secretary. Most of the letters and memoranda were accumulated during his service as Secretary of the Committee on Recent Economic Changes and Executive Secretary of the President's Research Committee on Social Trends. Arranged chronologically, with some undated material at the end of the series.

RECORDS OF THE OFFICE OF THE CHIEF CLERK

RECORDS OF THE CHIEF CLERK. Oct. 1930-July 1932. 1 ft. 2

Letters, memoranda, telegrams, reports, statements, specimen office forms, and releases. The records relate to the cooperation of the Committee (or the Organization) in unemployment relief activities of national, State, and local agencies; the publication and distribution of issuances; and personnel matters. Arranged by type of material, subject, or name of employee.

CENTRAL FILES OF THE PRESIDENT'S EMERGENCY COMMITTEE FOR EMPLOYMENT.

Oct. 1930-Aug. 1931. 37 ft. 3

Minutes, reports, issuances, publications, economic recovery plans, correspondence, and other materials pertaining to the Committee's organization, functions, and activities and to the economic situation and efforts to improve it. Arranged according to a decimal classification scheme, which is reproduced in appendix II. This series is more fully described in the "Inventory of the Records of the President's Emergency Committee for Employment and the President's Organization on Unemployment Relief," which is in the Social and Economic Branch of the National Archives.

CENTRAL FILES OF THE PRESIDENT'S ORGANIZATION ON UNEMPLOYMENT RELIEF.

Aug. 1931-June 1932. 42 ft. 4

This series consists of the same types of materials as those described in entry 3. Arranged according to a decimal classification scheme, which is reproduced in appendix III. This series is more fully described in Part II of the "Inventory of the Records of the President's Emergency Committee for Employment and the President's Organization on Unemployment Relief," which is in the Social and Economic Branch of the National Archives.

COMMITTEE INDEX. Oct. 1930-June 1932. 5 in. 5

A card index of names of PECE members, PECE and POUR employees, and POUR Advisory Committee members. Most of the cards also contain addresses, salaries, and service dates of employees. In five groups, each arranged alphabetically by name of person.



## RECORDS OF THE OFFICE OF THE DIRECTOR

RECORDS OF WALTER S. GIFFORD. Aug. 1931-June 1932. 10 in.

6

Office files of Mr. Gifford, who served as the Director of the President's Organization on Unemployment Relief. They include correspondence with members of the Organization's nationwide Advisory Committee and Governors of States; memoranda; telegrams; lists of members of the Advisory Committee; reports; copies of radio broadcasts; and congressional publications. The records relate mainly to the appointment of members of the Advisory Committee and its subcommittees, activities of these committees, unemployment relief, employment organizations and their work, the Organization's promotion of local and State unemployment relief measures, and proposed Federal relief legislation. Arranged alphabetically by name of committee or subject.

## RECORDS OF THE OFFICE OF THE ASSISTANT DIRECTOR

GENERAL RECORDS. Oct. 1930-Mar. 1933. 7 ft.

7

Office files of Fred C. Croxton, who served with the Emergency Committee successively as a regional adviser in charge of the North Central States and acting chairman of the Emergency Committee (May 1-August 18, 1931). He was Assistant Director of the President's Organization on Unemployment Relief and chairman of its Committee on Administration of Relief during the life of the Organization. The records consist of letters; telegrams; memoranda; reports; statistical data; press releases; copies of State legislation; issuances of Government agencies, public welfare and church groups, and certain associations; and newspaper clippings. The records relate to the programs, campaigns, and other activities of the PECE and the POUR (and the latter's committees); the organization and history of the POUR; economic and relief conditions; the spreading of work in industry; labor-management relations; the credit union and other small loan movements; and State legislation for aid to business and the needy. Arranged alphabetically by subject, type of material, or name of organization.

CHRONOLOGICAL FILES. Oct. 20, 1930-Mar. 1, 1933. 2 ft.

8

Correspondence of the Office of the Assistant Director and other POUR offices with organizations and individuals, reports, and issuances of Government agencies and private organizations. These records relate to requests for economic aid, information, and publications; proposed plans and suggestions for emergency relief, for reducing unemployment, and for remedying the depression; and the activities of the PECE and the POUR. The correspondence from August 1932 to March 1933 was answered by Frank W. Connor, an associate of Fred C. Croxton at the Reconstruction Finance Corporation, where both men were employed after the POUR became inactive in July 1932. Arranged for the most part chronologically. A number of files at the beginning of the series are arranged according to the Organization's decimal classification scheme.



RETURNED EMPLOYMENT QUESTIONNAIRES. Mar.-July 1932. 8 in. 9

Completed questionnaires received from manufacturers, pertaining to their employment practices, payrolls, and financial situations. Arranged alphabetically by name of firm, with some unarranged material at the end of the series.

STATE FILES. 1930-July 1932. 2 ft. 10

Correspondence with officials of State and city relief organizations POUR representatives, and others; and telegrams, memoranda, reports, Census Bureau releases, Government and private publications, and press clippings and news summaries. The records relate to unemployment, relief, and creation of jobs in the States. Arranged alphabetically by name of State. At the beginning of the series are some folders containing papers on activities of several States.

FILES ON CITY UNEMPLOYMENT RELIEF COMMITTEES. Sept. 1931-Jan. 1932. 1 ft. 11

Correspondence between POUR officials and local public and private officials that relates to the establishment of unemployment relief committees. Included are some detailed reports and other papers concerning the organizational structure and work of these committees. Arranged alphabetically by name of State and thereunder alphabetically by name of city. At the end of the series there are several folders of additional correspondence and a list of the committees and their chairmen in cities and towns of 2,500 to 10,000 population.

OFFICE FILES OF ERVING P. HAYES. 1930-33. 2 ft. 12

Mr. Hayes served as Executive Assistant of the President's Emergency Committee for Employment and the President's Organization on Unemployment Relief. His files include letters, memoranda, reports, minutes of special committee meetings, copies of speeches by PECE officials, copies of press conferences of Colonel Woods, newspaper clippings, congressional bills, and publications of the PECE, the POUR, other Government agencies, and social welfare organizations. These records relate to economic conditions throughout the country; the furtherance of local relief programs; the promotion of programs for gardens, home modernization, public and semipublic works, employment stabilization, and business recovery; publicity activities of the Emergency Committee; the collection and distribution of information on methods of handling unemployment and relief problems; proposed Federal unemployment relief and public works legislation; and the preparation of a history of the Committee. Arranged alphabetically by subject, type of material, or name of person. Most of the publications are filed at the end of the series.

#### RECORDS OF THE PUBLIC WORKS SECTION

GENERAL RECORDS. Oct. 1930-June 1932. 4 ft. 13

Correspondence with Committee and staff members, construction groups and individuals, and other persons; memoranda; reports; sample forms of



the Public Works Section; completed questionnaires; statistical tabulations; press clippings; lists of members of the President's Organization on Unemployment Relief, its field organization, and affiliated committees; public school directories; and congressional and private builders' publications. These records relate to PECE and POUR activities in securing information on the status of public and semipublic construction projects, the promotion of these projects, and office management matters. Arranged alphabetically by subject, type of material, name of construction organization, or name of person. At the end of the series are tabulations and publications.

PUBLIC WORKS QUESTIONNAIRES AND RELATED CORRESPONDENCE.

Dec. 1930-June 1932. 28 ft.

14

Questionnaires pertaining to the construction of educational institutions and other public works. The questionnaires and correspondence were exchanged with county and city superintendents of schools, and also with college, county, and city officials. They were designed to elicit information on actual or estimated expenditures in 1931 and 1932 for construction, maintenance, repairs, and alterations. The records are in two parts: those relating to educational institutions and those relating to other public works, with the materials in each part arranged alphabetically by name of State and thereunder alphabetically by name of city. For related records see entries 15 and 16.

LISTS OF OFFICIALS OF SCHOOLS, COUNTIES, AND CITIES. 1932. 2 ft. 15

Apparently copies of transmittal sheets by which questionnaires on school and other public and semipublic construction were sent to these officials. In effect, they constitute a list of the officials. Arranged alphabetically by State, thereunder by city, and thereunder by county. For related records see entries 14 and 16.

PUBLIC WORKS PROJECTS SUMMARIES. Nov. 1930-June 1932. 69 ft. 16

Cards, 5" x 8", and cards and slips, 3" x 5", containing summary data on contemplated and contracted-for Federal, State, county, and municipal public works programs and projects and quasi-public works projects. Data include information on the project's nature, place, ownership, names of engineer and architect, construction specifications, and amount spent or to be expended. Arranged according to broad project types and thereunder generally by State, with further sectional breakdowns by city and county. For related records see entries 14 and 15.

RECORDS OF THE RELIEF DIVISION

OFFICE FILES OF PORTER LEE. 1930-31. 10 in. 17

Mr. Lee served as Chief of the Relief Division of the President's Emergency Committee for Employment. The records include questionnaires of the Association of Community Chests and Councils and of the Family Welfare Association of America, completed by community chest and associated charitable organizations, with related correspondence regarding



relief resources and employment measures in their communities; statistics of urban unemployment, supporting the necessity for Federal aid; correspondence concerning emergency relief loans to individuals; PECE issuances on the Committee's activities; and congressional publications regarding proposed Federal public works and legislation for veterans' relief. Arranged alphabetically by name of organization and type of material.

"COMMUNITY PLANS AND ACTION" BULLETINS. 1931-32. 1 in. 18

Processed reports based on the experience of active programs, which were issued by the PECE and the POUR in order to furnish guidance to communities throughout the country regarding such emergency measures as "made work" and unemployment relief programs, the advancement of public and private construction, the care of the transient and homeless unemployed, home gardens, and the back-to-school movement. Arranged numerically, 1-13.

### RECORDS OF THE INDUSTRIAL DIVISION

GENERAL RECORDS. 1930-July 1932. 4 ft. 19

Correspondence with industrial, business, and educational organizations, trade associations, regional advisers, and individuals; telegrams; memoranda; reports; plans; copies of radio addresses by industrial and other leaders; newspaper clippings; completed questionnaires; and miscellaneous Government and private publications. These records relate to business, employment, and relief conditions; activities of local relief committees; the Division's promotion of employment stabilization and business recovery plans, including the spreading of work and public and semipublic construction; the Division's radio programs; and its gathering and distribution of data on the foregoing subjects. Arranged by subject, type of material, and name of firm, trade association, or person.

### RECORDS OF THE WOMEN'S DIVISION

GENERAL RECORDS. 1930-31. 3 ft. 20

Letters; memoranda; telegrams; reports; issuances of the Women's Division; copies of radio addresses by PECE officials and other persons; bibliographies; lists of women leaders, organizations, and home economics experts; Government and private publications; and press clippings covering the activities of the Division as well as other phases of the work of the PECE. The records relate to the unemployment problem in the United States and to proposed solutions; the Division's conduct of campaigns for home improvement and repair, home gardens, prudent spending, and economical and nutritious food; activities of women's groups organized to assist the unemployed in finding jobs and to provide direct relief to the needy; the question of replacement of married women workers whose husbands held jobs; the Emergency Committee's promotion of public works; and office management matters. Arranged alphabetically by subject, organization, and type of material.



READING FILE. Oct. 29, 1930-Apr. 29, 1931. 5 in. 21

Copies of letters and memoranda sent by Dr. Lillian M. Gilbreth and Mrs. Alice M. Dickson, Director and Assistant Director, respectively, of the Women's Division, to officers of women's organizations, officials of Government agencies, PECE personnel, and others. A few reports and copies of radio announcers' statements are also included. The records relate mainly to the same subjects as the records described in entry 20. Arranged chronologically.

RECORDS RELATING TO ACTIVITIES OF OFFICIALS OF THE WOMEN'S DIVISION. 1930-31. 7 in. 22

Letters, memoranda, copies of radio speeches and articles, and notes concerning unemployment relief activities of women's organizations. Arranged by name of person, with some related subject folders at the end of the series.

STATE FILES. 1930-31. 10 in. 23

Correspondence, with officials of women's organizations and other women, and reports relating to the gathering of information about women's work in providing relief and employment, the effect of unemployment on women's health and morale, and the promotion of local efforts regarding unemployment and relief. Included are questionnaires used by the organizations in making surveys of employment and economic conditions. Arranged alphabetically by name of State.

#### RECORDS OF THE STATISTICAL DIVISION

CORRESPONDENCE OF BRYCE M. STEWART. 1930-31. 2 in. 24

An incomplete set of copies of letters and memoranda sent by Bryce M. Stewart, who was in charge of collecting and preparing statistical information for the President's Emergency Committee for Employment. Mr. Stewart was a member of the Emergency Committee and the Executive Secretary of the Committee on Governmental Labor Statistics. The records pertain mainly to unemployment and relief statistics, 1929-30; the employment of aliens; and the preparation of statistical charts. Arranged alphabetically by name of correspondent.

ECONOMIC AND STATISTICAL RECORDS. 1930-32. 3 ft. 25

Statistical tables; questionnaires; charts; graphs; reports; bibliographies; and Federal, State, and private issuances relating to developments (mainly from 1928 to 1932, but with some data as early as 1878) in business, agriculture, finance, employment, relief, public works, and semipublic construction. Arranged by subject, type of material, Government agency, or organization.

#### RECORDS OF THE PUBLICITY SECTION

GENERAL RECORDS. 1930-32. 5 ft. 26

Letters, telegrams, memoranda, minutes of staff meetings, reports,



instructions, statistics, copies of speeches and radio addresses, and news clippings. Included are some publications of the Emergency Committee, the President's Organization, other Government agencies, and private organizations. The records relate to PECE staff organization, publicity and publication policies, procedures, and planning; the collection and distribution of issuances of the Committee, the Organization, and other groups; and the promotion of relief and employment programs of Government agencies, industrial firms, and other bodies. Arranged alphabetically by subject, type of material, and name of organization or person.

PRESS RELEASES. Oct. 27, 1930-June 30, 1932. 2 ft. 27

PECE and POUR releases pertaining to business and employment conditions and to those agencies' programs and activities. Related memoranda and PECE and POUR reports and bulletins are occasionally attached to the releases. Arranged chronologically.

WEEKLY BULLETINS. Nov. 17, 1930-Apr. 27, 1931. 1/2 in. 28

Processed PECE releases, for confidential use by the staff, which relate to Committee activities. Arranged numerically, 1-23.

SPECIAL FILE OF PUBLICATIONS OF THE PRESIDENT'S EMERGENCY COMMITTEE FOR EMPLOYMENT, THE PRESIDENT'S ORGANIZATION ON UNEMPLOYMENT RELIEF, AND OTHER GOVERNMENT AND PRIVATE ORGANIZATIONS. 1930-32. 2 ft. 29

Reports, bulletins, compilations, informational releases, letters, sample forms and questionnaires, and other miscellaneous issuances. They relate largely to PECE and POUR promotion of construction work, subsistence gardens, nutritious food standards, and educational opportunities for the unemployed and youth; the collection of data on spread work plans by the Emergency Committee and the President's Organization; emergency work of other Government agencies; public welfare laws in the various States; and unemployment relief and employment activities of local organizations. In two sets--one is arranged by title of publication; the other is arranged numerically, 1-79. For the card index to the incomplete numerical file of these publications see entry 30.

INDEX TO THE NUMERICAL SPECIAL FILE OF PUBLICATIONS. 1930-32. 2 in. 30

An index, on 3" x 5" cards, giving for each publication its title, its folder file number, the date of its receipt by the PECE or the POUR, and the number of copies originally on hand. Arranged alphabetically by title of publication.

RECORDS OF COMMITTEES OF THE PRESIDENT'S  
ORGANIZATION ON UNEMPLOYMENT RELIEF

RECORDS OF THE COMMITTEE ON COOPERATION WITH NATIONAL GROUPS AND ASSOCIATIONS. Sept. 1931-May 1932. 4 in. 31

Correspondence of Eliot Wadsworth, Chairman of the Committee, with



clergymen regarding their offers to cooperate with community organizations in their programs for relieving unemployment and increasing employment; a stenographic report of a meeting of the Committee on September 25, 1931, regarding relief and employment measures of cooperating national and local organizations; and Women's Bureau reports on local agency programs. The correspondence is arranged alphabetically by name of correspondent; the reports are unarranged.

#### RECORDS OF THE COMMITTEE ON EMPLOYMENT PLANS AND SUGGESTIONS.

Aug. 1931-Jan. 1932. 1 ft.

32

Letters, plans, and related private publications embodying suggestions for increasing jobs, providing unemployment relief, and bringing about business recovery. These materials were sent to Harry A. Wheeler, Chairman of the Committee, by persons throughout the country. Also included are copies of replies sent by Mr. Wheeler and other POUR officials. In two parts: one is arranged alphabetically by the first letter of the name of the correspondent; the other, alphabetically by subject.

#### PUBLICATIONS ACCUMULATED BY THE COMMITTEE ON EMPLOYMENT PLANS AND SUGGESTIONS. 1930-32. 9 in.

33

Publications of the PECE, the POUR, other Government agencies, and private organizations regarding PECE and POUR programs and local community and industrial campaigns and activities for stimulating employment and providing relief. Arranged numerically, 1-54. A list of the publications is at the beginning of the series.

#### OFFICE FILES OF JOHN P. GREGG, WASHINGTON REPRESENTATIVE OF THE COMMITTEE ON MOBILIZATION OF RELIEF RESOURCES. 1931. 9 in.

34

Consist chiefly of correspondence, reports, press releases of the Committee, and PECE and POUR issuances relating to employment, unemployment, and relief conditions in certain States and also to POUR and Committee publicity in connection with the Organization's mobilization of local unemployment relief and job stimulation campaigns. Unarranged.

#### RECORDS OF FIELD REPRESENTATIVES

#### OFFICE FILES OF JOHN F. LUCEY. 1930-31. 7 in.

35

Congressional bills, acts, resolutions, and other publications collected by Mr. Lucey, who served as the Southwest regional director of the President's Emergency Committee for Employment and was also a member of the Advisory Committee of the President's Organization on Unemployment Relief. They relate to proposed Federal legislation in the fields of farm and unemployment relief, stabilization of industry and agriculture, and public works. Arranged by type of publication and thereunder roughly by document number.

#### OFFICE FILES OF ROWLAND HAYNES. 1930-32. 4 in.

36

Mr. Haynes served as a regional adviser of the POUR and previously



as a member of the PECE. The records include correspondence, reports, and issuances of State and local unemployment relief and employment organizations regarding their programs and activities as well as Federal public building programs in certain States. Arranged alphabetically by name of State, with some unarranged material at the end of the series.







## APPENDIX I

### Select List of Issuances and Other Documents Prepared by or for or Received by the President's Emergency Committee for Employment and the President's Organization on Unemployment Relief

The materials listed are those considered to be especially significant. After each title is shown the number of the inventory entry for the series in which the item is to be found.

#### Community Organization, Planning, and Activities

Draft Pamphlet: Community Organization and Activities, by President's Emergency Committee for Employment (Washington, Dec. 30, 1930). 8 p. Typed. Entry 12.

Narrative Outline, Apr. 3, 1931, Frank Bane. 6 p. Entry 7.

Pamphlet: A Community Plan for Service to Transients, by National Association of Travelers' Aid Societies (President's Organization on Unemployment Relief, Washington, 1931). ii p, 19 p. Entry 4.

Pamphlet: Report of the Mayor's Committee on Stabilization of Employment. Buffalo, New York, January 1, 1931, distributed by President's Emergency Committee for Employment (Washington, 1931). i, 25 p. Processed. Entry 19.

Report: Community Planning for Unemployed Women Without Resources, by National Board of the Young Women's Christian Association (President's Organization on Unemployment Relief, Washington, Mar. 7, 1932). 27 p. Processed. Entry 4.

Bulletin: Emergency Set-up for Social Service Exchange or Central Index, by Social Service Exchange Committee, Association of Community Chests and Councils (President's Organization on Unemployment Relief, Washington, May 1, 1932). 7 p. Processed. Entry 8.

Bulletin: A Suggested Community Program: Recreational Activities for the Unemployed, by American Library Association, Boys' Club of America, Federal Councils of Churches of Christ in America, Jewish Welfare Board, Knights of Columbus, National Board of the Young Women's Christian Association, National Council of the Youth Men's Christian Association, National Recreation Association, and National Federation of Settlements (President's Organization on Unemployment Relief, Washington, May 12, 1932). 8 p. Processed. Entry 8.



Report: City of Cincinnati: Program of Permanent Committee for Stabilizing Employment, by President's Organization on Unemployment Relief (Washington, n.d.). 5 p. Processed. Entry 2.

Report: The Industrial Roll of Honor, by President's Emergency Committee on Employment (Washington, n.d.). 4, 4/p. Processed. Entry 29.

Report: Organization and Work of Civic Committee on Unemployment, Rochester, New York, by President's Emergency Committee for Employment (Washington, n.d.). 9 p. Processed. Entry 2.

#### Education and Unemployment

Excerpted Reports: Back to College: Universities and Colleges Report Activities and Cooperation, by President's Organization on Unemployment Relief (Washington, Oct. 14, 1931). 19 p. Processed. Entry 4.

Bulletin: Educational Activities for the Unemployed, by President's Organization on Unemployment Relief (Washington, May 27, 1932). 29 p. Processed. Entry 4.

#### Employment Service Legislation

Memorandum, Feb. 7, 1931, Bryce M. Stewart, to Arthur Woods, on need for employment service legislation. 8 p. Entry 3.

#### Employment Statistics

Report/Feb. 9, 1931, Advisory Committee on Employment Statistics, to the President, on the measurement of employment and unemployment and on technological unemployment. 27 p. Entry 29.

#### Food and Subsistence Gardens

Recommendations: Food and Nutrition of Our Children, by Fred C. Croxton (President's Organization on Unemployment Relief, Washington, Dec. 4, 1931). 5 p. Processed. Entry 4.

Statement, 1931, Bernice Carter Davis, of a plan for family vegetable gardens. 7 p. Entry 26.

Report: Garden Activities Among Negroes, by President's Organization on Unemployment Relief (Washington, March 1932). 6 p. Processed. Entry 4.

Bulletin: Subsistence Gardens in the Lumber Industry, by President's Organization on Unemployment Relief (Washington, May 3, 1932). 11 p. Processed. Entry 27.



Bulletin: Railroad Subsistence Gardens, by President's Organization on Unemployment Relief (Washington, June 4, 1932). 18 p. Processed. Entry 4.

Pamphlet: Subsistence Gardens, by President's Organization on Unemployment Relief (Department of Commerce, Washington, 1932). 26 p. Entry 27.

#### Homeless and Transients

Memorandum, Dec. 29, 1930, Porter R. Lee to Arthur Woods, on care of transients. 3, 5 p. Entry 3.

Pamphlet: Preliminary Suggestions on Advance Planning for Care of Homeless, by Family Welfare Association of America (President's Organization on Unemployment Relief, Washington, Sept. 22, 1931). 8 p. Processed. Entry 4.

Report: A Brief Report on Transient Families in Arizona, by National Association of Travelers' Aid Societies (President's Organization on Unemployment Relief, Washington, Oct. 27, 1931). 18 p. Processed. Entry 18.

Report: A Brief Report on Transient Families in Florida, by National Association of Travelers' Aid Societies (President's Organization on Unemployment Relief, Washington, Nov. 21, 1931). 11 p. Processed. Entry 18.

Pamphlet: A Community Plan for Service to Transients, by National Association of Travelers' Aid Societies (President's Organization on Unemployment Relief, Washington, 1931). ii p. 19 p. Entry 4.

Bulletin: Regional Planning for Care of Homeless and Transient Men, by President's Organization on Unemployment Relief (Washington, Jan. 1932). 2 p. Entry 29.

#### PECE Organization and Activities

Report: Activities of Woman's Division, by [Roy H. Fricken and Edith Brilliant]/(President's Emergency Committee for Employment, Washington, [Feb. 1931]). 17 p. Processed. Entry 20.

Report, ca. Feb. 1931, by the President's Emergency Committee on Employment. 11 p. Entry 3.

Memorandum, Mar. 24, 1931, Franklin T. Miller to Arthur Woods, on Public Works Section. 8 p. Entry 3.



Summary Report, ca. May 1931, President's Emergency Committee on Employment. 11 p. Entry 3.

Memorandum, June 4, 1931, K. K. Hoyt to Fred C. Croxton, on PECE's promotion of employment stabilization. Entry 3.

Preliminary Narrative Progress Report, n.d., Arthur Woods, for the period October 22, 1930-. 9 p. Entry 3.

#### PECE Policies

Memorandum, Dec. 29, 1930, Porter R. Lee to Arthur Woods, on care of transients. 3, 5 p. Entry 3.

Pamphlet: Outline of Industrial Policies and Practices in Time of Reduced Operation and Employment, by President's Emergency Committee for Employment (Government Printing Office, Washington, 1931). ii, 5 p. Entry 19.

Pamphlet: Policies and Practices for the Stabilization of Employment in Retail Establishments, by President's Emergency Committee for Employment (Department of Commerce, Washington, 1931). ii, 6 p. Entry 19.

#### POUR Organization and Activities

Incomplete Verbatim Minutes, Committee on Cooperation with National Groups, Sept. 25, 1931. 55 p. Entry 31.

Chronological Report, Aug. 17-Oct. 18, 1931. 11 p. Entry 19.

Narrative Report, Nov. 25, 1931, Owen D. Young to Walter S. Gifford, on work of Committee on Mobilization of Relief Resources. 2, 6 p. Entry 6.

Narrative Report, Dec. 16, 1931, President's Organization on Unemployment Relief. 13 p. Entry 7.

Membership Lists, Dec. 1931, President's Organization on Unemployment Relief, of its various committees, regional advisors, and State representatives, and of other persons in public and private bodies concerned with relief and social welfare. ca. 40 p. Entry 13.

List, May 6, 1932, President's Organization on Unemployment Relief, of members of its Advisory Committee. Entry 6.

Statement, June 28, 1932, President's Organization on Unemployment Relief. 7 p. Entry 7.



Statement, n.d., President's Organization for Unemployment Relief. Entry 7.

### POUR Policies

Summary Minutes, Committee on Administration of Relief of the President's Organization on Unemployment Relief, Oct. 5, 1931. 7 p. Entry 7.

Bulletin: Resolutions Adopted by the Committee on Administration of Relief, October 5, 1931, by President's Organization of Unemployment Relief (Washington, Oct. 16, 1931). 4 p. Entry 7.

Report: Report of the Committee on Program of Federal Public Works, by President's Organization on Unemployment Relief (Washington, Dec. 16, 1931). 9 p. Processed. Entry 6.

Pamphlet: Introductory Statement and Recommendations of the Committee on Employment Plans and Suggestions, Chicago, Ill., October 26 and 27, 1931, by President's Organization on Unemployment Relief (Washington, 1931). 12 p. Entry 7.

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### Relief

Report: A Survey of Unemployment Relief in Industry, by President's Emergency Committee for Employment (Washington, 1930). ii, 5 p. Entry 19.

Report, n.d., President's Organization on Unemployment Relief, on the general organization of welfare work in the United States. 14 p. Entry 4.

Report: Utilizing the Services of Trained Workers in Food and Clothing Relief, by the President's Organization on Unemployment Relief (Washington, n.d.). 4 p. Processed. Entry 29.

### Stimulation of Employment

Verbatim Minutes, Feb. 2 and 3, 1931, of Regional Round Table Conference on Stabilization of Employment. 51 p. Entry 12.

Report: Report of the Committee on Program of Federal Public Works, by President's Organization on Unemployment Relief (Washington, Dec. 16, 1931). 9 p. Processed. Entry 6.



Pamphlet: Introductory Statement and Recommendations of the Committee on Employment Plans and Suggestions, Chicago, Illinois, October 26 and 27, 1931, by President's Organization on Unemployment Relief (Washington, 1931). 12 p. Entry 7.

Pamphlet: Outline of Industrial Policies and Practices in Time of Reduced Operation and Employment, by President's Emergency Committee for Employment (Government Printing Office, Washington, 1931). ii, 5 p. Entry 19.

Pamphlet: Policies and Practices for the Stabilization of Employment in Retail Establishments, by President's Emergency Committee for Employment (Department of Commerce, Washington, 1931). ii, 6 p. Entry 19.

Pamphlet: Selected Bibliography: Industrial Plans for the Regularization of Employment, by Princeton University for the President's Emergency Committee for Employment (Department of Commerce, Washington, 1931). ii, 5 p. Entry 19.

Radio Addresses: Institutional Construction, by President's Emergency Committee for Employment (Department of Commerce, Washington, 1931). 20 p. Entry 19.

Radio Addresses: Unemployment: Industry Seeks a Solution, by President's Emergency Committee for Employment (Department of Commerce, Washington, 1931). iv, 31 p. Entry 19.

Report: Emergency and Permanent Policies of Spreading Work in Industrial Employment, by President's Emergency Committee for Employment (Department of Commerce, Washington, 1931). ii, 6 p. Entry 12.

Report, 1931, Marion Elderton, on suggestions to improve the economic situation received by the President's Emergency Committee for Employment. 34 p. Entry 12.

Survey Report, July 10, 1931, President's Emergency Committee for Employment, on emergency employment measures in large industrial firms. 7 p. Entry 19.

Report: Brief Report on Made Work for White-Collar Unemployed, by Women's Bureau, Department of Labor (President's Organization on Unemployment Relief, Washington, Jan. 22, 1932). 4 p. Entry 27.

Second Brief Report on Made Work for White-Collar Unemployed, by Women's Bureau, Department of Labor (President's Organization on Unemployment Relief, Washington, Mar. 10, 1932). 8 p. Entry 27.



Report: Spreading Work: Methods and Plans in Use, by William J. Barrett (President's Organization on Unemployment Relief, Washington, 1932). ii, 27 p. Entry 27.

Narrative and Statistical Report, n.d., President's Organization for Unemployment Relief, on work spreading during the period 1929-Mar. 15, 1932. 3, 6 p. Entry 11.

Report, n.d., President's Organization on Unemployment Relief, of the Committee on Employment Plans and Suggestions Adopted on Oct. 26 and 27, 1931. Entry 7.

#### Women's Organizations

Bulletin: Emergency Activities of Women's Organizations, by Women's Division of the President's Emergency Committee for Employment (Washington, 1931). 11 p. Processed. Entry 27.



## APPENDIX II

### Classification Scheme for the Central Files of the President's Emergency Committee for Employment (Entry 3)

#### 000-General

- 001 Commendations
- 002 Criticisms and suggestions
- 003 Miscellaneous correspondence
- 004 Reading file of correspondence and memoranda
  - 004.1 Outgoing telegrams
  - 004.2 Report on incoming mail
- 005 Personal matters
- 006 Interviews and appointments
- 007 Committee memoranda
- 008 Conferences on unemployment
- 010 Publications received
- 011 Pamphlets and magazines received
- 012 Bulletins received
- 013 Circulars received
- 014 Maps
- 015 Requests for Committee publications
- 017 Requests for other publications
- 020 Committee publicity
- 022 Radio talks
- 023 Speeches and invitations to speak
- 024 Mailing list
- 025 Directories of State officials and organizations
- 028 Form letters and proof sheets
- 030 Unemployment statistics
- 031 Requests for statistics
- 032 Statistics on unemployment, relief, labor, business, and municipal finance.
- 033 Reports on business and unemployment
  - 033.1 Reports on unemployment in cities
- 035 Business surveys
- 037 Mortgage foreclosures by Land banks
- 040 Relations with Federal agencies
- 060 Legislation
- 070 House and Senate bills and hearings

#### 100-Administration

- 100 General organization of the Committee
- 101 Form letters and stenographic work
- 102 Instructions on office procedures
- 103 Outlines of organization, procedure, and policy
- 104 Filing system



- 105 Franking privilege
- 106 Reports on unemployment and relief
- 107 Record of local relief organizations
- 142 Applications for positions

### 300-Supplies and Equipment

- 300 Requisitions to Chief Clerk
- 301 Invoices
- 302 Requests for office supplies
- 303 Stationery, office supplies, and correspondence
- 304 Streetcar advertising
- 305 Requests for despatch of publications

### 500-Transportation and Communication

- 501 Talks with State Governors on unemployment

### 600-Labor and Unemployment

- 601 Committee activities and bulletins
  - 601.1 Plans of Committee action
- 605 Committee requests for information
- 609 State Governors' information on unemployment
- 610 Suggested plans for unemployment relief and economic improvement
- 620 Activities of or known to State, county, and local organizations
  - 620.2 Activities of or known to national organizations
- 640 Referrals to U. S. Employment Service



## APPENDIX III

### Classification Scheme for the Central Files of the President's Organization on Unemployment Relief (Entry 4)

#### 000-General

- 001 Commendations
- 002 Criticisms and suggestions
- 003 Miscellaneous correspondence
- 004 Reading file
  - 004.1 Outgoing telegrams
  - 004.2 Report on incoming mail
- 005 Personnel matters
- 006 Appointments and interviews
- 007 Organization memoranda
- 008 Conferences
- 010 Outside publications
- 011 Books
- 012 Outside bulletins
- 013 News-Letters
- 015 Requests for Organization publications
- 017 Requests for outside publications
- 020 Organization publicity
- 022 Radio programs
- 023 Speeches and invitations to speak
- 024 Mailing list
- 025 Directories of social welfare agencies
- 028 Form letters
- 030 Statistics-General
- 031 Request for statistics
- 032 Statistics compiled by Government and private sources
- 034 Census Bureau statistical bulletins
- 035 Federal Reserve Bank business reviews
- 037 Foreclosures by banks
- 040 Relations with Federal agencies
- 060 Legislation
- 070 House and Senate bills

#### 100-Administration

- 100 Issuance of telephone directories
- 102 Instructions on routine matters
- 105 Franking privilege
- 106 Reports from field representatives on unemployment and relief
- 142 Applications for positions
- 143 Volunteers for service without remuneration



## 200-Finance and Accounts

200 Lists of long-distance telephone calls

## 300-Supplies and Equipment

300 Requisitions for supplies  
302 Field representatives' requests for supplies  
304 Streetcar advertising  
305 Government publications

## 500-Transportation and Communication

502 Notes of telephone conversations

## 600-Labor and Unemployment

601 Activities of Organization  
    601.1 Cooperation with Federal Employment Stabilization Board  
605 Requests for information made to outside sources by the Organization  
606 Requests for information made to the Organization by outside sources  
609 Statements by State Governors on extra sessions of legislatures  
610 Unemployment relief plans suggested by groups  
615 Unemployment relief plans suggested by individuals  
620 - 620.121 Activities in States, localities, and foreign areas  
    620.2 Activities of or known to national organizations  
640 Referrals to U. S. Employment Service

## 700-Programs

701 - 707.1 Back-to-School Program  
701 Miscellaneous  
702 Outside cooperation  
    702.1 Service clubs  
        702.11 Chambers of Commerce  
    702.2 School superintendents  
        702.21 State superintendents  
    702.3 Colleges and universities  
    702.4 Churches  
703 Conferences and results  
704 Requests for information by members of the Organization  
    704.1 Requests for information by persons outside the Organization  
705 Publications  
706 Publicity  
    706.1 Requests for publications



- 707 Student loans and aid
  - 707.1 Aid requested
- 710 - 716.1 Garden Program
- 710 General
- 711 Miscellaneous
- 712 Detroit and other areas
  - 712.1 Work of organizations
  - 712.2 Work of industries
  - 712.3 Work of communities
- 713 Conferences and results
- 714 Requests for information by the Organization
  - 714.1 Requests for information by persons outside the Organization
  - 714.2 Requests for seed
- 715 Outside publications
- 716 Publicity by the Organization
  - 716.1 Requests for Organization publications
- 720 - 726.1 Food Program
- 721 Cooperation
  - 721.1 Work by organizations
  - 721.3 Work by communities
- 723 Conferences and results
- 724 Requests for information by the Organization
  - 724.1 Requests for information by persons outside the Organization
- 726 Publicity by the Organization
  - 726.1 Requests for Organization publications
- 730 - 738 Conservation of Surplus Food Program
- 731 Miscellaneous
- 732 Cooperation
  - 732.1 Work done by Organization
  - 732.2 Work done by industries
  - 732.3 Work done by communities
- 734 Requests for information by the Organization
  - 734.1 Requests for information by persons outside the Organization
- 736 Publicity
  - 736.1 Requests for publications
- 738 Use of persons trained in home economics
- 750 - 754.1 Clothing Program
- 751 Miscellaneous
- 754 Requests for information by members of the Organization
  - 754.1 Requests for information by outside organizations



For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.



























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